**Person Specification - Reprographics Assistant**

**The Becket School**

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| **Requirements** | **Essential** | **Desirable** | **Demonstrated By** |
| **1. Qualifications & Training**  | * Five GCSEs including a minimum of GCSE (or equivalent) grade C in maths and English
* Evidence of commitment to continuing professional and personal development
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| **2. Experience**  | * Experience of working to tight deadlines
 | * Experience of working in a busy environment
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| **3. Skills and Knowledge** | * A commitment to continual professional development
* Good ICT skills
* Excellent verbal and written communication skills
* Excellent planning, organisation and negotiation skills
 | * Knowledge of school administrative systems
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| **4. Aptitude and Personal qualities**  | * Willingness to support Catholic life in schools
* Professional, friendly and approachable and able to relate well to staff, students and visitors
* Able to adapt to changing circumstances and new ideas
* Attention to detail
* Can-do attitude and solution focused approach
* Ability to be respectful and promote equality of opportunity and diversity
* Understanding of responsibilities of the Trust and schools in ensuring compliance with all relevant legislation
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**A: Application Form I: Interview R: References**