

## PERSON SPECIFICATION

### Reprographics Technician - Health Futures UTC

Attributes	Essential	Desirable
<b>Qualifications:</b>	Five GCSE grade C or equivalent including English and Maths or alternative.	Higher qualifications.
<b>Experience:</b>	<p>Experience of reprographics in a busy, pressurised environment.</p> <p>A knowledge of simple administration systems.</p> <p>A basic understanding of how reprographic equipment works and of maintaining such equipment.</p>	An appreciation of basic hygiene and health and safety issues pertaining to working with reprographic and audio-visual equipment
<b>Skills and abilities:</b>	<p>High quality communication skills (written and oral).</p> <p>Ability to manage conflicting priorities in a fast moving environment.</p> <p>Excellent organisational skills - methodical and pays attention to detail.</p> <p>Good ICT skills - Excel and Word (essential).</p>	
<b>Personal attributes:</b>	<p>Excellent interpersonal skills and be approachable and patient.</p> <p>Positive attitude towards work.</p> <p>Self-motivated.</p> <p>Proactive.</p> <p>Ability to use initiative.</p>	
<b>Commitment to:</b>	<p>The strategic purpose and mission of Health Futures UTC.</p> <p>The welfare and safeguarding of all students. Supporting the principles of equality and diversity.</p> <p>Own personal and professional development.</p> <p>The happiness and well-being of our UTC community.</p>	