Person Specification

Reporting to: **Office Manager**

Responsible for: **Reprographics and Administrative Assistant**

Qualifications

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| **Essential** | **Desirable** |
| * 5 A\*-C at GCSE including Maths and English Relevant degree
 | * Good honours graduate
* Further accredited study
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Experience

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| **Essential** | **Desirable** |
| * Customer facing experience
* An effective administrator
* Attention to detail and ability to keep clear records
* Excellent organisational skills
 | * Experience of working in schools
* Experience of managed print service
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Knowledge and skills

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| **Essential** | **Desirable** |
| * MS Office
* Willingness to learn basic first aid skills
 | * P-Counter
* Xerox XDA
* SIMS
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Personal qualities and characteristics

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| **Essential** | **Desirable** |
| * Energy, enthusiasm and stamina
* Flexibility and determination
* Ability to work under pressure, meet deadlines, and establish positive relationships with students, staff and outside agencies
* Adherence to deadlines and good timekeeper, flexibility at busy times
* Discretion and confidentiality in dealing with colleagues and pupils.
* Ability to work under own initiative
* Ability to communicate effectively to a wide range of audiences both orally and in writing.
* Commitment to the promotion of equal opportunity and be in support of the Christian ethos of the school
* Common sense and a can-do attitude
 | * Sense of humour
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