



ST WILFRID'S RC COLLEGE

PERSON SPECIFICATION

POST TITLE: Reprographics Technician

GRADE: Band 3

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Educational Attainment	<ul style="list-style-type: none"> At least 5 GCSE's or equivalent, Grade C or above 	<ul style="list-style-type: none"> NVQ Level 2 or equivalent in a relevant subject such as Business Administration 	Application Form
Work Experience	<ul style="list-style-type: none"> Experience of clerical work Experience of communicating with various stakeholders internal and external to an organisation 	<ul style="list-style-type: none"> Experience of working in a school/educational establishment Experience of working with photocopiers 	Application Form Interview Assessment
Knowledge/ Skills/ Aptitude	<ul style="list-style-type: none"> Good keyboarding skills Use of ICT including word processing and data input Ability to use relevant office equipment (keyboard, photocopier) Good numeracy/literacy skills 		Interview Assessment
Disposition	<ul style="list-style-type: none"> Flexible in working arrangements Willingness to undertake training and development Ability to relate well to children and adults 		Interview

	<ul style="list-style-type: none"> • Team player • Ability to learn from self-evaluation • Committed to the principles of equality and diversity 		
Circumstances	<ul style="list-style-type: none"> • Able to work outside normal office hours if required (not a day-to-day requirement) • Enhanced clearance from the Disclosure and Barring Service 		Interview DBS Check