



**ST WILFRID'S RC COLLEGE**

**PERSON SPECIFICATION**

**POST TITLE:** Reprographics Technician

**GRADE:** Band 3

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>Educational Attainment</b>	<ul style="list-style-type: none"> <li>At least 5 GCSE's or equivalent, Grade C or above</li> </ul>	<ul style="list-style-type: none"> <li>NVQ Level 2 or equivalent in a relevant subject such as Business Administration</li> </ul>	Application Form
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>Experience of clerical work</li> <li>Experience of communicating with various stakeholders internal and external to an organisation</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a school/educational establishment</li> <li>Experience of working with photocopiers</li> </ul>	Application Form Interview Assessment
<b>Knowledge/ Skills/ Aptitude</b>	<ul style="list-style-type: none"> <li>Good keyboarding skills</li> <li>Use of ICT including word processing and data input</li> <li>Ability to use relevant office equipment (keyboard, photocopier)</li> <li>Good numeracy/literacy skills</li> </ul>		Interview Assessment
<b>Disposition</b>	<ul style="list-style-type: none"> <li>Flexible in working arrangements</li> <li>Willingness to undertake training and development</li> <li>Ability to relate well to children and adults</li> <li>Team player</li> <li>Ability to learn from self-evaluation</li> <li>Committed to the principles of equality and diversity</li> </ul>		Interview
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>Able to work outside normal office hours if required (not a day-to-day requirement)</li> <li>Enhanced clearance from the Disclosure and Barring Service</li> </ul>		Interview DBS Check