

Person Specification

Department	Reprographics
Post	Reprographics Assistant
Hours of work	15 hours a week: 08.00-11.00 Monday-Friday. Part time, temporary, term time
Responsible to	IT Manager In their absence, Assistant Principal Finance (or designated other)
Working principally with	College staff and students IT Support, Creative Services Team (Graphic Designer)

E = Essential

D = Desirable

Please ensure that in your application you provide evidence of how you meet the requirements of the advertised post. Please address **each item** on the Person Specification. In a situation where the college receives a high volume of applications, the desirable criteria may also be used for shortlisting purposes.

	E	D	Method of Assessment
Knowledge			
Qualifications demonstrating ability in literacy and numeracy	✓		Application plus Interview
Experience			
Reprographics experience		✓	Application plus Interview
Experience of working in an education environment or with young people		✓	Application plus Interview
Skills & Abilities			
Good ICT skills	✓		Application plus Interview
Experience of Microsoft Office and willingness to develop skills	✓		Application plus Interview
Experience of desktop publishing and willingness to develop skills		✓	Application plus Interview
Experience of high volume copiers		✓	Application plus Interview
Personal Qualities			
Ability to remain calm and work under pressure	✓		Application plus Interview
Good interpersonal skills	✓		Application plus Interview
Able to use own initiative	✓		Application plus Interview

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Good communication skills	✓		Application plus Interview
Good customer care skills	✓		Application plus Interview