



Maidenhill School

Reprographics Technician			
Person Specification			
	Essential	Desirable	Evidence
QUALIFICATIONS			
<ul style="list-style-type: none"> A good standard of education i.e. 5 A* – C at GCSE or their equivalent 	✓		Application
<ul style="list-style-type: none"> Level 3 Paediatric First Aid 		✓	Application
EXPERIENCE			
<ul style="list-style-type: none"> Previous experience of printing and document publishing work, to include practical experience of reprographics & publishing equipment. 		✓	Application/Interview
<ul style="list-style-type: none"> IT experience/ knowledge of Microsoft Word, Publisher and Excel. 	✓		Application/Interview
<ul style="list-style-type: none"> Relevant experience of working in a similar role within a school or similar setting 		✓	Application/Interview
	Essential	Desirable	Evidence
ABILITIES			
<ul style="list-style-type: none"> Solution focussed 	✓		Application/Interview
<ul style="list-style-type: none"> Ability to gather information, analyse data and problem solve 	✓		Application/Interview
<ul style="list-style-type: none"> Ability to make a positive contribution to the life of the school. 	✓		Interview
<ul style="list-style-type: none"> Ability to manage own time effectively and demonstrate initiative including establishing priorities. 	✓		Application/Interview
<ul style="list-style-type: none"> Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests 	✓		Interview
<ul style="list-style-type: none"> Ability to keep calm under pressure and to seek appropriate solutions 	✓		Interview
<ul style="list-style-type: none"> Ability to be flexible and work as part of a team or individually as required 	✓		Application/Interview
<ul style="list-style-type: none"> Ability to remain positive, even under pressure. 	✓		Interview
<ul style="list-style-type: none"> Appreciation and understanding of the importance of producing professional documentation. 	✓		Interview
<ul style="list-style-type: none"> High professional standards particularly with regard to proof reading, accuracy, presentation and attention to detail. 	✓		Application/Interview
	Essential	Desirable	Evidence
SKILLS			
<ul style="list-style-type: none"> Good communication skills 	✓		Interview
<ul style="list-style-type: none"> Excellent numeracy and literacy skills 	✓		Application/Interview
<ul style="list-style-type: none"> Good IT skills 	✓		Application/Interview
<ul style="list-style-type: none"> Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school 	✓		Application/Interview
<ul style="list-style-type: none"> Good time management 	✓		Interview
<ul style="list-style-type: none"> Good organisational skills 	✓		Interview
<ul style="list-style-type: none"> Enthusiastic and self motivated 	✓		Interview