

Reprographics Administrator

Trinity Academy

Person Specification

Short listing will be based on the criteria listed below in the Person Specification. Applicants should therefore show in their application how their skills and experience match those criteria.

1. Skills and Abilities

	Description	Method of Assessment
	<p>Essential to have or evidence can develop</p> <p>Ability to meet multiple requests for information in a calm and professional manner.</p> <p>Excellent organisational and general administrative skills, e.g.recording, filing, prioritising.</p> <p>Ability to prioritise own workload and deliver to deadlines.</p> <p>Ability to work on own initiative and not require constant supervision.</p> <p>Ability to work as part of a team and support others.</p> <p>Good interpersonal skills. Must be able to communicate effectively, especially face to face and via email and telephone.</p> <p>Be able to maintain absolute confidentiality regarding personal data held by the School.</p> <p>Demonstrate initiative and a proactive approach to problems to identify solutions and opportunities.</p>	<p>Application form/interview</p> <p>Application form/interview</p> <p>Application form/interview</p> <p>Application form/interview</p> <p>Application form/interview</p> <p>Application form/interview</p> <p>Application form/interview</p> <p>Application form/interview</p>
	<p>Desirable</p> <p>Potential to expand and develop and to take on additional responsibilities.</p>	<p>Application form/interview</p>

	Experience of working in a school	Application form/interview
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2. Knowledge/Qualifications

	Description	Method of Assessment
	<p>Essential to have or evidence can develop</p> <p>Excellent general office and IT skills.</p> <p>Knowledge of standard IT systems and programs: MS Word MS Excel MS Outlook Google</p>	<p>Application form, interview</p> <p>Application form, interview.</p>

3. Experience

	Description	Method of Assessment
	<p>Essential to have or evidence can develop</p> <p>General office experience.</p> <p>Experience of working on a number of tasks simultaneously and managing time effectively to maintain progress.</p>	<p>Application form/interview</p> <p>Application form/interview</p>

	<p>Desirable</p> <p>Experience of work in a school environment.</p>	<p>Application form /interview</p>
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4. Other Requirements

	Description	Method of Assessment
	Essential	
	Commitment to excellence and desire for continual improvement.	Interview
	A knowledge and interest in the education environment.	Interview