

St Bede's Catholic College

EMPLOYEE SPECIFICATION

Reprographics and Admin Assistant

ESSENTIAL (Must have)	DESIRABLE (Should have)
<p>Willing to support the Catholic character of St Bede's</p> <p>Knowledge & Experience</p> <p>Experience of reprographic/printing work.</p> <p>GCSE or equivalent in Mathematics and English at Grade C.</p> <p>Experience of maintaining and manipulating computerised and/or paper based data/information.</p> <p>Competent user of word processing and spreadsheet packages.</p> <p>Abilities & Aptitudes</p> <p>In communication, ability to assess a situation and to respond in the appropriate manner.</p> <p>Ability to organise and prioritise work, and to adhere to deadlines and targets.</p> <p>An understanding of the requirements when working as a 'first point of contact' member of staff.</p> <p>Ability to file and retrieve information accurately</p> <p>Ability to check information is correct from a given source.</p> <p>Ability to handle information securely and confidentially and comply with Data Protection principles.</p> <p>Ability to work cooperatively as part of a team.</p>	<p>Knowledge & Experience</p> <p>Experience of working in a school/college or service orientated environment.</p> <p>An awareness and understanding of equal opportunities issues</p> <p>Capability to complete NVQ 2 in business administration or related area.</p> <p>Abilities & Aptitudes</p> <p>Aptitude to adapt working style to meet the needs both of adults and of children</p> <p>Aptitude to use standard office equipment efficiently</p>
<p>SPECIAL CONDITIONS</p> <p>The job involves working with children and will be subject to a Disclosure and Barring Service check.</p> <p>The post holder will be required to undertake the First Aid at Work Training and to work as part of a team of staff providing first aid cover to pupils, staff and visitors to the College.</p>	