



## Person Specification

### Reprographics General Administrator

Area	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Good standard of general education including Numeracy, Literacy and ICT skills. ICT qualifications, e.g. word processing, desktop publishing.</li></ul>	<ul style="list-style-type: none"><li>• Degree in Business Administration</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Efficient administration and good organisation skills</li><li>• Experience of working within administration</li><li>• Use of ICT applications including word processing, spreadsheets, email, desktop publishing etc.</li><li>• Administrative experience.</li><li>• Experience of working in a team.</li></ul>	<ul style="list-style-type: none"><li>• Experience of working in a school environment.</li><li>• Experience of organising and minuting meetings with a range of people that may be highly confidential.</li></ul>
<b>Knowledge</b>	<ul style="list-style-type: none"><li>• Understanding of copyright legislation</li><li>• Understanding of the importance of confidentiality and an appreciation of the implications of the Data Protection Act.</li><li>• Understanding of the context in which schools operate.</li><li>• An understanding of Health and Safety issues relevant to the post.</li></ul>	<ul style="list-style-type: none"><li>• Good knowledge of Word, Excel and PowerPoint and Microsoft OneDrive/SharePoint and Teams</li></ul>
<b>Skills</b>	<ul style="list-style-type: none"><li>• Pleasant &amp; confident telephone manner</li><li>• Excellent administrative skills</li><li>• Confident in the use of (Word/Excel/Access)</li></ul>	<ul style="list-style-type: none"><li>• Ability to produce accurate work</li><li>• Excellent numerical and literacy skills in order to undertake a range of tasks</li><li>• Ability to undertake a range of administrative procedures</li><li>• Ability to organise and prioritise work</li></ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Ability to work as part of a team or individually</li><li>• A sound understanding of reprographics technology.</li><li>• An artistic flair for the layout and production of documents and brochures.</li><li>• Word processing and ICT skills – able to use a range of software packages.</li><li>• Literate – excellent standard of grammar, punctuation and spelling.</li><li>• Numerate – able to receive and record payments.</li></ul>	

	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills – able to deal with a variety of people.</li> <li>• Good communication skills.</li> <li>• Good time management skills – be able to prioritise work.</li> <li>• Able to keep calm in difficult situations.</li> <li>• Able to operate effectively as a member of a team and with minimum supervision.</li> <li>• Highly dependable, totally trustworthy and able to meet deadlines.</li> <li>• Self-motivated and flexible – to meet peaks and flows of workloads.</li> <li>• Willingness to undertake training.</li> </ul>	
<b>Additional Requirements</b>	<ul style="list-style-type: none"> <li>• Be of smart appearance.</li> <li>• Desire to continue personal development.</li> <li>• Willingness to work additional hours as and when required in order to assist with workloads at peak times.</li> <li>• Provide assistance with the invigilation of examinations as required.</li> </ul>	