



## Notre Dame High School Person Specification

***Notre Dame High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment***

### Job Title: OLC/Reprographics Assistant

Specification	Criteria	Evidenced by
	Essential Desirable	Application Interview Reverences Qualifications
<b>Knowledge, skills &amp; experience</b>		
Proficient computer skills, Microsoft packages	E	Application Interview
Experience of using desktop publishing software	D	Application Interview
Strongly developed organisational skills	E	Application Interview
Ability to prioritise work	E	Application Interview
Ability to think on feet, work on own initiative and find solutions to problems	E	Application Interview
Good interpersonal skills with a wide range of people i.e., students, visitors, parents etc. with strong two-way communication	E	Application Interview
Ability to work as a member of a team and be accountable	E	Application Interview
Ability to make a positive contribution to the wider life and ethos of the school	E	Application Interview
Ability to form and maintain appropriate boundaries with children and young people	E	Application Interview
<b>Personal qualities, values and attributes</b>		
Commitment to upholding the school ethos including; spiritual life, use of authority and maintaining discipline	E	Application Interview
Values all children equally	E	Application Interview
Conducts oneself with humour, diplomacy and integrity	E	Interview
Commitment to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment	E	Application Interview
Motivation to work in a school with children and young people	E	Application Interview
<b>Subject / post specific requirements</b>		
GCSE's including Maths and English at grade 4 or above	E	Application Interview Qualifications
A business administration related qualification	D	Application Qualifications
A desktop publishing qualification	D	Application



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Experience in a similar role	<b>D</b>	<b>Application Interview Refs</b>
Current in date First Aid at Work Qualification or willingness to obtain this on appointment	<b>E</b>	<b>Application Qualifications</b>