



## PERSON SPECIFICATION Reprographics Technician

A Person Specification defines the required qualifications, knowledge, skills and qualities of the staff sought by Minster Trust for Education (MITRE) Trustees in the recruitment and selection process – these are referred to as essential in the table below.

All members of staff employed by the Minster Trust for Education support and promote the school's aims:

1. To create an atmosphere of caring and purpose derived from commitment to moral and religious principles;
2. To engender a lifelong love of learning;
3. To encourage each child to strive for his or her best in intellectual, physical and spiritual growth;
4. To help each child to develop relationships with others which are founded on mutual respect and the pursuit of lasting happiness;
5. To encourage and develop leadership and active citizenship within the school and wider community which fosters a sense of dignity, vocation and purpose for every individual;
6. To develop and maintain excellence in teaching and learning.

*Note: when completing your application form please have regard to how each of the **essential** elements of the person specification will be assessed (refer to evidence key at the end of this document). In particular, please ensure that you provide **written** evidence of how you meet the specification for those noted as **W**.*

### Attributes & Requirements

	<b>Essential</b>	<b>Desirable</b>
<b>Education &amp; Training</b>	<ul style="list-style-type: none"><li>• GCSE Maths and English minimum Grade C or equivalent qualification (W,D)</li></ul>	<ul style="list-style-type: none"><li>• Willingness to undertake training relevant to the post (I)</li><li>•</li></ul>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"><li>• At least 2 year experience in a reprographics role or administration role (W)</li></ul>	<ul style="list-style-type: none"><li>• Experience of working in the educational sector (W)</li><li>•</li></ul>



<b>Skills</b>	<ul style="list-style-type: none"><li>• Proficiency in the use of reprographic machinery</li><li>• Excellent skills in Microsoft package (Word, Publisher &amp; PowerPoint) (W)</li><li>• Excellent verbal and written communication skills (W,I)</li><li>• Proficiency in the use of databases (W)</li><li>• Ability to prioritise tasks, manage time effectively and meet deadlines (I)</li><li>• Ability to cope effectively with the pressures of a demanding role (I)</li><li>• Ability to maintain confidentiality in all aspects of work. (W,I)</li><li>• An understanding of safeguarding and how it relates to the post of Reprographics Assistant (I)</li></ul>	<ul style="list-style-type: none"><li>• Experience in assisting with the production of leaflets/brochures/ booklets/newsletters/business cards or similar (W)</li></ul>
<b>Qualities and Attributes</b>	<ul style="list-style-type: none"><li>• Proven interpersonal and communication skills to deal effectively with staff, students, parents, governors and outside agencies, in person, in writing and on the telephone. (W, I, D)</li><li>• Ability to develop and maintain effective working relationships. (I, D)</li><li>• Demonstration of tact and sensitivity necessary to work with students, parents/carers, governors and outside agencies (I)</li><li>• Proven ability to work on own initiative (I)</li><li>• Calmness in responding to emergencies and the</li></ul>	



	<p>unexpected (I)</p> <ul style="list-style-type: none"><li>• Cooperative, friendly and helpful (I)</li><li>• A positive “can do” attitude (I)</li><li>• Willingness to be flexible (I)</li><li>• Committed to continuous professional training and development (W)</li><li>• Supportive of the academy’s ethos (W,I)</li></ul>	
<b>Other Conditions</b>	<ul style="list-style-type: none"><li>• Able to fulfil all aspects of the Job Description (I)</li><li>• Set a good example of professional standards and abide by our Code of Conduct (I).</li><li>• Must satisfy relevant pre-employment checks (D).</li><li>• This post will involve contact with vulnerable groups (children, young</li></ul>	



	people and/or adults) and is therefore exempt from the Rehabilitation of Offenders Act 1974 and subject to an Enhanced DBS check (D).	
<b>Equal Opportunities &amp; Safeguarding</b>	<ul style="list-style-type: none"><li>• Commitment to equal opportunities (I, D)</li><li>• Commitment to safeguarding students. (I, D)</li></ul>	

Evidence key: Written Application (W), Documentary evidence (D), Interview/assessment (I)

Note: Where the requirements are 'Essential' and marked as evidenced by your written application (W) – if your written application does not state how you meet the essential criteria, you will not be shortlisted.