

EMPLOYEE SPECIFICATION

REPROGRAPHICS OFFICER

GRADE: 5-6

SALENDINE NOOK HIGH SCHOOL

ATTRIBUTES	CRITERIA	HOW IDENTIFIED
Relevant Experience	<ul style="list-style-type: none"> • Some experience of providing a reprographics service and preparation of materials (D) • Some experience of or interest in designing brochures and flyers (D) • Previous experience of working in a school environment (D) 	Application Form / Selection Process Application Form / Selection Process Interview
Education and training attainments	<ul style="list-style-type: none"> • Numeracy and Literacy skills to level necessary to undertake basic office functions, and to produce basic reports. (E) • Proficient in the use of Microsoft Office (Word, Excel, PowerPoint and Outlook) (E) 	Application Form / Selection Process Application Form / Selection Process
General and Special Knowledge	<ul style="list-style-type: none"> • Knowledge of Health and Safety. (D) • Understanding of basic principles of Customer Care. (E) 	Application Form & Interview Application Form / Selection Process
Skills and Abilities	<ul style="list-style-type: none"> • Ability to work on own initiative and as part of a team. (E) • Ability to communicate effectively with staff and pupils. (E) • Ability to provide relevant advice and support to teachers. (D) • Ability to work effectively and respond positively to the demands of a varied workload. (E) • Ability to work to under time pressure, to strict deadlines whilst maintaining accuracy. 	Interview Application Form & Interview Interview / Selection Process Interview Application Form & Interview
Additional requirements	<ul style="list-style-type: none"> • Commitment to ongoing personal training and development. (E) • Willingness to undertake an enhanced Disclosure and Barring Service check. (E) 	Application Form & Interview Application Form & Interview

Advice:

- **Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on your application form.**
- **We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to understand your needs in order to do this.**
- **Criteria – E = Essential. D = Desirable.**