

**ST MARY'S CATHOLIC SCHOOL
PERSON SPECIFICATION
FOR THE POST OF REPROGRAPHICS TECHNICIAN**

It is accepted that candidates will have varying depths of expertise in the areas listed as 'essential' and are unlikely to have all the experience listed as 'desirable'.

Factor	Essential	Desirable	How identified
Background and Experience	<ul style="list-style-type: none"> • Experience of independent working. • Experience of negotiating and prioritising workloads. • Evidence of good customer relations in person and/or by telephone. • Evidence of working with office procedures. 	<ul style="list-style-type: none"> • Recent experience of working in a technical support environment (minimum one year). • Experience of working in a school environment. 	<ul style="list-style-type: none"> • Application • References • Interview
Skills and Knowledge	<ul style="list-style-type: none"> • Good interpersonal skills. • Good oral communication skills. • Good organisational skills and the ability to prioritise. • Good numeracy skills. • Ability to work under pressure. 	<ul style="list-style-type: none"> • Working knowledge of using Microsoft packages (Word, e-mail, Excel and databases). • Knowledge of Manual Handling regulations. (Training can be provided to the successful applicant). 	<ul style="list-style-type: none"> • Application • Selection procedure • Interview • References
Personal Qualities	<ul style="list-style-type: none"> • Self-motivated to work independently without close supervision. • Organised and methodical. • Ability to communicate effectively with staff, students and external contacts both in person and by telephone. • Ability to use own initiative and resolve simple problems. • Ability to work sensitively with different people's needs. • Understanding of the needs of children. • Willingness to be flexible in the nature of the support role, undertaking additional duties and some late working at peak times. • Willingness to undertake training and learn new skills. 	<ul style="list-style-type: none"> • Ability to rapidly and effectively digest written or oral directives, guidance and information. • Willingness to support the Catholic ethos of the school. 	<ul style="list-style-type: none"> • Application • References • Interview • Interview day task
Awareness of some or all of these issues	<ul style="list-style-type: none"> • Quality assurance. 		<ul style="list-style-type: none"> • Selection procedure • References