

PERSON SPECIFICATION
Reprographics Technician

Qualifications

- GCSE C or above in English (essential)
- GCSE C or above in Maths (essential)

Previous Work Experience

- Work as part of a team (essential)
- Prioritising actions/time management (essential)
- Experience of using large printers/photocopiers (desirable)

Professional Knowledge Skills & Experience

- Working with different groups of clients: teachers, support staff & engineers (desirable)
- ICT literate (essential)

People Management Skills

- Good listener (essential)
- Confidence to act on judgement (essential)
- Able to work professionally with other stakeholders and external agencies (essential)

Other Personal Qualities

- Able to remain calm and work accurately under pressure (essential)
- Has attention to details (essential)
- Able to prioritise (essential)
- Eye for detail (essential)
- Enjoys working with young people (essential)
- Ability to maintain confidentiality (essential)
- Working to deadlines (essential)