

WADDESDON CHURCH OF ENGLAND SCHOOL

Person Specification Form: Reprographics Technician

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (eg application form, interview, reference etc)
Qualifications and Experience <ul style="list-style-type: none"> • GCSE English at grade C or equivalent • GCSE Maths at grade C or equivalent • Recognised qualification in ICT 	E E E	AF / Quals
Experience <ul style="list-style-type: none"> • Minimum of 2 years' experience of work in an IT or Reprographics context • Experience of working in a busy business environment • Experience of working in a school • Responsibility for running projects and managing a budget 	D D D D	AF / Ref / Int AF / Ref / Int AF / Ref / Int AF / Ref / Int
Knowledge/skills/abilities <ul style="list-style-type: none"> • Excellent interpersonal skills • Forward-thinking, creative and ambitious • An ability to work with creative software, in particular Adobe Creative suite and Apple iMac • An ability to record and upload digital media • Creativity and flexibility • Ability to work to tight deadlines and to manage workload independently and with others • Evidence of good people skills, including working in diverse teams • Positive communication and listening skills • Patience, tolerance and sensitivity • Enthusiasm 	E E D E E E E E E E	AF / Ref / Int AF / Ref / Int AF / Ref / Int AF / Ref / Int Ref / Int Ref / Int Ref / Int Ref / Int Ref / Int
Other <ul style="list-style-type: none"> • Positive views about young people • Realistic expectations about working in a school context • Clear understanding of safeguarding and child protection within a school context 	E E E	AF / Ref / Int Int AF / Int