

ST. GABRIEL'S RC HIGH SCHOOL REPROGRAPHICS TECHNICIAN PERSON SPECIFICATION



**STRENGTH
SERVICE
SUCCESS**

	SHORT-LISTING CRITERIA	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
Qualifications	Good standard of education. GCSE or equivalent qualifications with evidence of academic competency in literacy and numeracy.	✓		Application form and evidence at interview
Experience / Knowledge	Previous experience of printing and document publishing work, to include practical experience of reprographics and publishing equipment		✓	Application form and interview
	Previous experience of working within a school or similar environment.		✓	
	Knowledge and experience of Microsoft Packages including Word, Excel, Publisher, PowerPoint and electronic communication.	✓		
	Knowledge and experience of Adobe Creative Studio including Illustrator and Photoshop		✓	
	Knowledge of SIMS school database system		✓	
Personal Skills	Excellent organisational skills, with the ability to work to tight deadlines.	✓		Application form and interview
	Good communication skills and an ability to relate well with others.	✓		
	Ability to work on own initiative as well as part of a team.	✓		
	Ability to establish working systems and ensure an efficient working environment	✓		
Training	Knowledge of safeguarding issues		✓	Application form and interview
	Up to date First Aid training and/or a commitment to undertake within the first term	✓		
Personal	Commitment to support the Catholic ethos of the School	✓		Application form and Interview
	The ability to forgive and to reconcile	✓		
	Enthusiasm and energy	✓		
	Adaptability	✓		
	Commitment to equality of opportunity	✓		
	Excellent attendance/punctuality record	✓		

