

Person Specification Reprographics Technician



	ESSENTIAL	DESIRABLE
Skills Knowledge and Aptitudes	<ul style="list-style-type: none"> • Good communication skills. • Sensitive interpersonal skills. • Ability to use initiative. • Ability to follow written instructions. • Up to date ICT skills. • Excellent proactive organisational skills. • Good time management. • Effective record keeping and information retrieval. 	<ul style="list-style-type: none"> • Knowledge of subject/technical area. • Knowledge of Equal Opportunities and Human Rights legislation. • Knowledge of Data Protection legislation.
Qualifications and Training	<ul style="list-style-type: none"> • A good general level of education to GCSE equivalent standard. • GCSE in maths and English. • Ability and willingness to attend appropriate training and development. 	<ul style="list-style-type: none"> • A Levels or equivalent. • Willingness to keep up to date with developments in document production processes through reading, research and opportunities for local networking. • Evidence of recent, relevant personal and professional development.
Experience	<ul style="list-style-type: none"> • Providing general technical/resource support. • Administration roles. 	<ul style="list-style-type: none"> • Evidence of using initiative and self-motivation. • Evidence of working as a member of a team.
Personal Attributes	<ul style="list-style-type: none"> • Ability to prioritise tasks. • Ability to work to exacting deadlines and under pressure. • Optimistic and positive outlook. • Ability to work in isolation or as part of a team. • Integrity. • Confidentiality. • Professional manner. • Good Interpersonal skills. • A flexible approach to working hours. • Open to learning and change. • A positive attitude to personal development and training. 	

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