



**PLYMSTOCK SCHOOL
PERSON SPECIFICATION**



Reprographics Assistant (Maternity Cover)

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Key Skills and Attributes	<ul style="list-style-type: none"> • Ability to prioritise work and work to tight deadlines • Ability to work quickly and accurately • Good interpersonal & communication skills. • Good organisational skills. • Ability to work on own or in a team 	<ul style="list-style-type: none"> • Experience of producing printed materials using high volume black and white/colour photocopiers • Print finishing experience using a range of equipment 	<p>Application form.</p> <p>Interview.</p>
Education & Training	<ul style="list-style-type: none"> • GCSE's Grade A* - C to include Maths and English. 		<p>Application form.</p> <p>Interview.</p>
Special Knowledge & Skills	<ul style="list-style-type: none"> • Good typing and word processing skills with an excellent knowledge of Microsoft Office products in particular Publisher, Word, Excel and Email. • An eye for design and page set up 		<p>Application form.</p> <p>Interview.</p>
Any Additional Factors	<ul style="list-style-type: none"> • Proactive • Reliable. • Discreet & confidential. • Friendly with professional approach. • Comfortable with young people & children. 		<p>Interview.</p>