



**MANGOTSFIELD SCHOOL
SPECIALIST COLLEGE IN ENGINEERING & SCIENCE**



PERSON SPECIFICATION – REPROGRAPHICS OFFICER

	ESSENTIAL	DESIRABLE
<i>1. Qualifications</i>	Three GCSE at Grades A*-C, or equivalent, including English Language.	
<i>2. Experience</i>	Excellent word-processing skills with substantial relevant experience in a similar role or environment.	Experience of working in a school environment.
<i>3. In-Service Training</i>		Recent relevant Inset.
<i>4. Knowledge, Skills and Abilities</i>	<ol style="list-style-type: none"> 1. Excellent working knowledge of Microsoft Word. 2. Ability to get on well with staff and students. 3. Ability to work independently, take initiative and be flexible. 4. Ability to forward plan and meet deadlines. 5. Good communication, inter-personal and organisational skills. 6. Ability to maintain confidentiality. 7. Ability to deal with all situations in a calm and controlled manner and to maintain a sense of humour even in the face of adversity. 8. Suitability to work with children. 	<ol style="list-style-type: none"> 1. Knowledge of school life and systems. 2. Good working knowledge of all Microsoft Office packages including Excel, Publisher and Powerpoint.
<i>5. Letter of Application</i>	Ability to present a clear and succinct statement of (a) reasons for applying (b) previous relevant experience (c) knowledge, skills and abilities	
<i>6. References</i>	Fully supportive professional references.	