

Person specification form

Job Title: **Part-time Reprographics Assistant**

Departments:
Reprographics/Learning Resources

Feature Sought	Essential Requirement	Desirable Requirement	Assessment Method
Qualifications	Academic qualifications to GCSE level and above.	A'Levels or equivalent	Certificates
Experience	Experience in admin role. Customer Service based, face to face, e-mail and telephone. Following policies and procedures.	Working in the Education field. Reprographics/printing. Maintaining systems and processes.	Questioning and references
Knowledge & skills	Administration skills, well organised and able to prioritise Good IT skills – including word and outlook Accuracy Team player Attention to detail Uses own initiative Good social skills in dealing with staff, students and clients.	Willing to improve IT skills Able to multi-task efficiently.	Certificates Questioning and test
Personal Qualities	Confident Tactful Approachable Flexible Remains calm under pressure	Team player Proactive Positive approach to problem solving.	Questioning Previous work and also use scenarios
Motivation & Expectations	Customer service Task orientated	Flexible to meet service requirements	Questioning and references

Date: September 2025