



Person Specification Receptionist/Reprographic assistant

	Essential	Desirable	Evidence
Qualifications & Experience	<ul style="list-style-type: none"> Experience & Good word processing skills using Microsoft Office 2010 High professional standards, particularly with regard to proof-reading, accuracy and presentation, are essential. An enthusiastic team player with excellent administrative and communication skills, capable of working unsupervised. 	<ul style="list-style-type: none"> Further formal professional development 	Application form,
Skills & Knowledge	<ul style="list-style-type: none"> Have good literacy & numeracy skills; Experience of working in reprographics; Good communication (spoken and written) and interpersonal skills; Strong ICT skills; Well organised and work with initiative; Be professional, hard-working and reliable; A proven ability to prioritise work, to juggle a variety of different tasks, completing them by the required deadline; 	<ul style="list-style-type: none"> 	Letter, references & selection process
Personal qualities and skills	<ul style="list-style-type: none"> Enthusiastic, sensitive, flexible, hard working with a sense of humour and ability to remain calm High level skills of communication, time management and prioritisation Excellent interpersonal skills and organisational skills Ability to support and challenge Ability to inspire, motivate and influence others 	<ul style="list-style-type: none"> Ability to ask for help if required Concern for the welfare of the school community 	Letter, references & selection process
Special Requirements	<ul style="list-style-type: none"> Excellent punctuality and attendance record 		References & selection process