



Headteacher: Mrs Lucy Miles

## Person Specification

### Reprographics Technician

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>To be education to GCSE level or equivalent in English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>Graphic design course.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of operating copiers in a reprographics environment.</li> <li>Using desktop publishing software.</li> <li>Ordering and maintaining stock for reprographics departments.</li> </ul>	<ul style="list-style-type: none"> <li>Using digital print equipment.</li> <li>Use of Virtual Learning environment software, on-line learning software.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Good working knowledge of desktop publishing software.</li> <li>Ability and experience of creating designs from initial brief to print.</li> </ul>	<ul style="list-style-type: none"> <li>Working knowledge of Adobe products</li> <li>Graphic Design experience.</li> </ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>Excellent written and oral communication skills</li> <li>Excellent presentation skills</li> <li>High level ICT skills</li> <li>Excellent interpersonal skills and smart appearance</li> <li>Excellent organisational, prioritisation and time management skills</li> <li>Ability to use ICT to enhance teaching and learning</li> <li>Commitment to raising standards</li> <li>Commitment to furthering the achievement of all students</li> <li>Commitment to safeguarding and promoting the welfare of children and young people</li> <li>An enthusiastic and effective team player</li> </ul>	
<b>Personal</b>	<ul style="list-style-type: none"> <li>Commitment to safeguarding and promoting the welfare of children and young people</li> <li>An enthusiastic and effective team player</li> </ul>	

