

## Person Specification for Reprographics Assistant/Cover Supervisor

Key Criteria	Essential	Desirable	Evidence
Qualifications and training	<ul style="list-style-type: none"> <li>▪ Good general level of education, including GCSE Grade C or above in English Language, or equivalent</li> <li>▪ Relevant clerical qualifications and/or several years' experience</li> </ul>	<ul style="list-style-type: none"> <li>▪ GCSE Grade C or above in Mathematics, or equivalent</li> <li>▪ Willingness to undergo further training and development</li> <li>▪ First Aid qualification</li> </ul>	Application/reference/interview
Experience	<ul style="list-style-type: none"> <li>▪ Previous experience of working in a busy office</li> <li>▪ Excellent record of dealing with people</li> <li>▪ Ability to present information to a variety of audiences</li> </ul>	<ul style="list-style-type: none"> <li>▪ SIMS Experience</li> <li>▪ Experience of working in a high school</li> </ul>	Application/reference
Competence	<ul style="list-style-type: none"> <li>▪ Ability to provide a very high level of customer service</li> <li>▪ Ability to work quickly, accurately and on your own initiative</li> <li>▪ Ability to deal pleasantly and efficiently with enquiries at reception, and on the telephone, from staff, students, parents and other callers/stakeholders</li> <li>▪ Ability to effectively prioritise tasks</li> <li>▪ Excellent key board/computer skills</li> <li>▪ Be absolutely trustworthy and dependable</li> <li>▪ Find solutions not obstacles</li> <li>▪ Ability to liaise with people on all levels</li> <li>▪ Work constructively as part of a team: supporting colleagues, understanding school roles and responsibilities and your own position within these</li> <li>▪ Effective use of specialist ICT packages</li> <li>▪ Ability to self evaluate learning needs and actively seek learning opportunities</li> <li>▪ Demonstrate a flexible, positive attitude to new initiatives</li> <li>▪ Ability to use a range of strategies to build relationships with pupils so as to command their respect and deal with classroom behaviour as a whole and, also, individual behaviour needs in order to produce a constructive working environment in class</li> <li>▪ Ability to relate to teachers, other professionals, parents and students</li> <li>▪ Ability to work constructively as part of a team and understand classroom roles and responsibilities and your own position with these.</li> </ul>	<ul style="list-style-type: none"> <li>▪ A thorough working knowledge of all aspects of a busy school office and the daily demands put upon it</li> <li>▪ Knowledge and understanding of the School's Policies for Behaviour Management, Health &amp; Safety, SEN and Equal Opportunities</li> <li>▪ Ability to adapt to change and work under pressure</li> </ul>	Application/interview
Personal qualities	<ul style="list-style-type: none"> <li>▪ Excellent with people</li> <li>▪ Ability to be firm and fair in dealing with young people</li> <li>▪ Flexible</li> <li>▪ Obliging</li> <li>▪ Creative</li> <li>▪ Efficient</li> <li>▪ "No excuses"</li> </ul>	<ul style="list-style-type: none"> <li>▪ Great to work with</li> </ul>	Interview/references

	<ul style="list-style-type: none"><li>▪ Team Player</li><li>▪ Positive attitude</li><li>▪ Insightful</li><li>▪ Reflective</li><li>▪ Enthusiastic</li><li>▪ Honest</li></ul>		
Other Requirements	<ul style="list-style-type: none"><li>▪ Good record of health and attendance</li><li>▪ Smart appearance</li></ul>		References/interview