



PERSON SPECIFICATION	
JOB TITLE	Reprographics Assistant
DEPARTMENT/SECTION	Reprographics

SAFEGUARDING:

Forest School is committed to safeguarding and promoting the welfare of children.

The postholder will be required to;

- Complete an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS:		
Good standard of general education including Numeracy, Literacy and IT skills. IT qualifications, e.g. word processing, desktop publishing.	✓	✓
EXPERIENCE:		
Use of IT applications including word processing, spreadsheets, email, desktop publishing etc. Administrative experience. Experience of working in a school environment. Experience of working in a team.	✓ ✓ ✓	✓
KNOWLEDGE & SKILLS:		
Literate – excellent standard of grammar, punctuation and spelling. Excellent interpersonal skills – able to deal with a variety of people. Good communication skills. Good time management skills – be able to prioritise work. Able to keep calm in difficult situations. Able to operate effectively as a member of a team and with minimum supervision.	✓ ✓ ✓ ✓ ✓ ✓	
PERSONAL COMPETENCIES & QUALITIES:		
Smart Appearance Able to use own initiative Detail conscious Flexible attitude to working hours	✓ ✓ ✓ ✓	