



PERSON SPECIFICATION

JOB TITLE: Admin Assistant Reprographics

A.F. = Application Form; I = Interview;

CRITERIA	ESSENTIAL	M.O.A.
EXPERIENCE (Relevant work and other experience)	Experience of working as part of a team	AF/I
	Experience of Microsoft Office package	AF
	Experience of using database applications	AF
SKILLS AND ABILITIES (E.g. Written communication skills, dealing with the public)	Ability to plan, organise and complete work deadlines	AF/I
	Ability to communicate effectively and accurately both verbally and in writing	AF/I
	Ability to complete work to the required standards of accuracy and presentation	AF/I
	Ability to work on own initiative	AF/I
	Knowledge of standard office equipment	AF/I
	Ability to plan, organise	AF/I
EDUCATION/ QUALIFICATIONS NB Full regard must be paid to overseas qualifications	A* - C in GCSE English or equivalent	AF

**ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE ACADEMY'S
EQUAL OPPORTUNITIES POLICY**