



## Notre Dame High School Person Specification

***Notre Dame High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment***

### Job Title: OLC/Reprographics Assistant

| Specification                                                                                                                    | Criteria               | Evidenced by                                             |
|----------------------------------------------------------------------------------------------------------------------------------|------------------------|----------------------------------------------------------|
|                                                                                                                                  | Essential<br>Desirable | Application<br>Interview<br>Reverences<br>Qualifications |
| <b>Knowledge, skills &amp; experience</b>                                                                                        |                        |                                                          |
| Proficient computer skills, Microsoft packages                                                                                   | E                      | Application<br>Interview                                 |
| Experience of using desktop publishing software                                                                                  | D                      | Application<br>Interview                                 |
| Strongly developed organisational skills                                                                                         | E                      | Application<br>Interview                                 |
| Ability to prioritise work                                                                                                       | E                      | Application<br>Interview                                 |
| Ability to think on feet, work on own initiative and find solutions to problems                                                  | E                      | Application<br>Interview                                 |
| Good interpersonal skills with a wide range of people i.e., students, visitors, parents etc. with strong two-way communication   | E                      | Application<br>Interview                                 |
| Ability to work as a member of a team and be accountable                                                                         | E                      | Application<br>Interview                                 |
| Ability to make a positive contribution to the wider life and ethos of the school                                                | E                      | Application<br>Interview                                 |
| Ability to form and maintain appropriate boundaries with children and young people                                               | E                      | Application<br>Interview                                 |
| <b>Personal qualities, values and attributes</b>                                                                                 |                        |                                                          |
| Commitment to upholding the school ethos including; spiritual life, use of authority and maintaining discipline                  | E                      | Application<br>Interview                                 |
| Values all children equally                                                                                                      | E                      | Application<br>Interview                                 |
| Conducts oneself with humour, diplomacy and integrity                                                                            | E                      | Interview                                                |
| Commitment to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment | E                      | Application<br>Interview                                 |
| Motivation to work in a school with children and young people                                                                    | E                      | Application<br>Interview                                 |
| <b>Subject / post specific requirements</b>                                                                                      |                        |                                                          |
| GCSE's including Maths and English at grade 4 or above                                                                           | E                      | Application<br>Interview<br>Qualifications               |
| A business administration related qualification                                                                                  | D                      | Application<br>Qualifications                            |
| A desktop publishing qualification                                                                                               | D                      | Application                                              |



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|----------------------------------------------------------------------------------------------|----------|-------------------------------------------|
| Experience in a similar role                                                                 | <b>D</b> | <b>Application<br/>Interview<br/>Refs</b> |
| Current in date First Aid at Work Qualification or willingness to obtain this on appointment | <b>E</b> | <b>Application<br/>Qualifications</b>     |