

**Person Specification**

**Post: Printing & Publishing Technician**

**Salary/ Grade: Grade 4 £24,191 – 24,575 pro rata**

**Responsible to: Printing & Publishing Manager**

**Hours of work: Part Time (18 hours per week); Term Time Plus 10 Days**

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| **E: Essential** | **D: Desirable** |

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|  | **E** | **D** | **Method of Assessment** |
| **Skills & Abilities**  |
| 1. Confident in the use of Microsoft Office packages, including Word, Publisher, Excel and PowerPoint.
 |  |  | Application Form /Interview |
| 1. Able to effectively prioritise workload, work under pressure and meet tight deadlines.
 |  |  | Application Form /Interview |
| 1. Have a high standard of accuracy and an eye for detail.
 |  |  | Application Form /Interview |
| 1. Able to work on own initiative and part of a team.
 |  |  | Application Form /Interview |
| 1. Able to cope with light manual handling.
 |  |  | Application Form /Interview |
| **Experience & Background** |
| 1. Qualified to at least GCSE Level.
 |  |  | Application Form |
| 1. Experience of working with photocopiers or high volume printers.
 |  |  | Application Form/ Test |
| 1. An excellent record of attendance and punctuality.
 |  |  | Application Form/Interview/ References |
| **Personal Qualities** |
| 1. Polite manner with staff and students.
 |  |  | Application Form /Interview |
| 1. A willingness to learn new skills.
 |  |  | Application Form /Interview |
| 1. Flexible in approach to work.
 |  |  | Application Form /Interview |

**May 2025**