

Person Specification

Role	Print & Graphic Technician	Last Reviewed	March 2023
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Importance of a Person Specification

When shortlisting, the below criteria will be assessed as either *Essential (E)* or *Desirable (D)*.

These criteria are reviewed throughout the selection process and will be considered if there is evidence in your *Application Form (AF)*, your *Supporting Statement (SS)* or if we further our criteria seeking at the *interview stage (I)*. Your application form therefore needs to identify and provide some examples of how and why you feel you can demonstrate some or all of the criteria below.

JE	Criteria	Essential	Desirable	How Assessed
	Personal Qualities			
A1/II2	Ability to take own initiative and prioritise own work load with little or no supervision	E		AF/SS
IC1/IC2	Good interpersonal skills with the ability to communicate in written and verbal forms to a variety of audiences	E		AF/SS
S	Ability to work as part of a team and individually	E		AF
M1	Ability to concentrate for short periods of enhanced mental attention for short periods of time	E		I
P1	Ability to undertake work which requires, occasional physical effort	E		AF/I
	Knowledge & Skills			
S	Ability to create and design graphic materials		D	AF/SS
K2	Knowledge of Graphic and reprographic systems and procedures	E		AF/SS
K2	Basic literacy and numeracy skills required	E		AF/SS
K1	Ability to follow straight forward instructions	E		SS/I
K1	Ability to maintain basic work records electronically and in writing	E		AF/SS
	Technical			
P2	Moderate precision skills to enable you to use reprographic equipment	E		AF/SS
	Experience			
S	Previous Print & Graphic experience		D	I/AF/SS

RP2	Experience in stock control and equipment maintenance	E		AF/SS
RP2	Experience in handling or processing information with accuracy, security and confidentiality	E		AF/SS
K2	Good IT literacy and experience of using appropriate software packages as well as Word, Excel, Publisher, Powerpoint and acrobat/PDF	E		AF/SS
RF2	Experience in raising purchase orders and authorising deliveries	E		AF/SS
Qualifications				
	Design Qualification		D	AF
	5 A*-C Grades GCSE including English		D	AF
Service				
	A commitment to working for the benefit of others	E		SS / I
	A commitment to working within the expectation outlined in the Catholic purpose of all job descriptions	E		SS / I