



Rooted in Christ and Catholic tradition and under the guidance of its patron, St Edmund's aims to realise the God-given potential, in body, mind and spirit, of all members of its community through service and leadership.

Avita Pro Fide !

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Role title:	Reprographics Officer		
Reporting to:	Senior PA		
	Essential	Desirable	Method of assessment
Qualifications	<ul style="list-style-type: none"> Educated to GCSE level or equivalent including 5 GCSE at C grade or above to include English and maths. 		Production of the Applicant's certificates
Experience		<ul style="list-style-type: none"> Experience of an education establishment. Experience using and maintaining printers and photocopiers (relevant training will be provided) 	Contents of the application form Interview Professional references
Skills & Knowledge	<ul style="list-style-type: none"> Good IT skills. 	<ul style="list-style-type: none"> Graphic Design Skills 	Contents of the application form Interview Professional references
Personal competencies and qualities	<ul style="list-style-type: none"> Ability to resolve problems and find best solutions. Ability to plan and prioritise own work. Methodical and well organised. Self-motivated. Flexible. Reliable. Remain calm under pressure. Good interpersonal skills. Friendly and patient manner. Enhanced DBS check will be obligatory if successful. Willingness to work in a student centred environment. 		Contents of the application form Interview Professional references

The College is committed to safeguarding the welfare of children, therefore, all candidates will be required to undergo an Enhanced DBS check.

We will seek references that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications.