



WESTMINSTER SCHOOL

Reprographics Technician - person specification

	Criteria	Essential	Desirable
Qualifications/Professional Development	NVQ Level 2 (or equivalent) or the ability to demonstrate appropriate literacy and numeracy skills required for the role	Yes	
	Commitment to ongoing personal and professional development	Yes	
Knowledge/Experience	Interest in learning how to use digital production printers, MFDs and finishing equipment	Yes	
	Awareness of the need to handle confidential and sensitive documents carefully and appropriately	Yes	
	Experience of working in a school or educational environment		Yes
	Awareness of the importance of maintaining stock, materials and consumables for day-to-day service delivery	Yes	
	Confidence using common digital tools and willingness to learn specialist print or design software		Yes
	Knowledge of safeguarding	Yes	
	An understanding of, and commitment to, the School's Equal Opportunities policies and a willingness to promote equality of opportunity in all aspects of their work	Yes	
Skills and abilities	Interest in print production, graphic arts, digital printing or practical production work	Yes	
	Strong attention to detail with a commitment to producing high-quality work	Yes	

	Ability to work reliably in a busy, deadline-driven environment with frequent changing workloads and deadlines	Yes	
	Ability to work independently on routine tasks while recognising when to seek support	Yes	
	Clear and effective communication and customer service skills	Yes	
	Ability to follow instructions carefully and develop confidence in preparing work for print	Yes	
	Strong sense of responsibility, reliability and discretion	Yes	
	Professional, calm and approachable manner	Yes	
	Good problem-solving skills, with the judgement to ask for guidance and escalate issues appropriately	Yes	
	Good organisational, prioritisation and time-management skills	Yes	
	Willingness to learn print workflows, including job preparation, production, finishing and quality checks	Yes	
	Willingness to develop knowledge of print materials, substrates, colour, layout, equipment set-up and safe working practices through workplace training and practical experience	Yes	
	Willingness to learn basic troubleshooting and escalate equipment issues appropriately	Yes	
	Interest in design, layout, print production or creative use of digital tools		Yes
	Interest in improving practical processes, reducing waste or supporting more sustainable use of materials		Yes
	Ability to undertake routine manual handling tasks safely, including lifting, carrying and moving print materials, consumables and equipment, as per the needs of the role and in line with School health and safety guidance	Yes	

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