

Job title: Resources Assistant

Location: Silverdale School

	JOB REQUIREMENTS	Essential	Desirable
Experience	Experience of working in a school environment		✓
	Experience of working in a Resources Department and or using reprographics equipment in a busy office environment.	✓	
Qualifications	GCSE Grade 1C (or equivalent) or above in English and Mathematics	✓	
	First Aid training		✓
Knowledge/ Skills	Ability to prepare and collate printed materials, booklets and leaflets ensuring corporate standards and branding are followed.		✓
	Basic IT skills in Microsoft Office: Word, Excel, email, PowerPoint, publisher and photoshop.	✓	
	Competence in handling, manipulating and maintaining a range of resources/office based equipment	✓	
	Experience of working with and supporting others		✓
	Ability to identify work priorities/manage own workload	✓	
	Be able to maintain accurate records and inventories	✓	
	Be able to lift and move equipment		✓
	Experience of dealing with queries and enquiries by telephone or face to face		✓
Personal Attributes	Be able to work calmly under pressure	✓	
	Be a quick learner, reflective about own performance and make necessary changes to work more effectively	✓	
Child Protection	A commitment to the responsibility of safeguarding and promoting the welfare of young people	✓	