

PERSON SPECIFICATION
Digital Print Assistant, Design, Photography & Print
Vacancy Ref: M237

Criteria	Essential/ Desirable	Application Form / Supporting Statements/ Interview *
Experience of using high volume digital copier machines and print workflow software.	Essential	Application Form Supporting Statements/interview
Experience of wide format printing, mounting and laminating	Desirable	Application Form Supporting Statements/interview
Experience of print finishing, guillotining and print binding	Essential	Application Form Supporting Statements/interview
The ability to follow instructions with an eye for detail	Essential	Application Form Supporting Statements/interview
The ability to work in a team with a flexible approach to work	Essential	Application Form Supporting Statements/interview
Hold a full driving license and the ability to undertake physical lifting	Essential	Application Form Supporting Statements/interview
Good communication and customer care skills	Essential	Application Form Supporting Statements/interview
Have good computer literacy and IT skills	Essential	Application Form Supporting Statements/interview

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- **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence eg award of a qualification. Will be “scored” as part of the shortlisting process.
- **Supporting Statements** - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
- **Interview** – assessed during the interview process by either competency based interview questions, tests, presentation etc.