

PERSON SPECIFICATION

Post Title: No2. Concept Press Minder

	Essential Criteria	Desirable Criteria	Method of Assessment/ Source of Information
Key Skills & Abilities	<ul style="list-style-type: none"> • Ability to undertake a diverse workload • Attention to detail and quality • Strong numeracy skills • Good communication skills 	<ul style="list-style-type: none"> • Ability to work with other team members as well as on own initiative 	Application Form/Interview
Education & Qualifications	<ul style="list-style-type: none"> • Evidence of experience 	<ul style="list-style-type: none"> • GCSE Maths or equivalent • Evidence of training certificates 	Application Form/Interview
Knowledge	<ul style="list-style-type: none"> • Knowledge of numbering work 	<ul style="list-style-type: none"> • Aptitude for technical understanding 	Application Form/Interview
Experience	<ul style="list-style-type: none"> • Relevant work experience • Use of a multi-coloured / reel fed press 		Application Form/Interview
Personal Attributes	<ul style="list-style-type: none"> • Ability to work unsocial hours when required • Good Communication and interpersonal skills • Ability to work under pressure to tight deadlines 		Application Form/Interview

July 2010