



KING'S LEADERSHIP
ACADEMY LIVERPOOL

Person Specification

Post: Reprographics & General Administrator

Personal Attributes Required

- Level 2 qualification in numeracy/Literacy or equivalent
- Evidence of a strong work ethic
- Willingness to participate in further training and development
- Ability to establish good relationships with pupils and staff
- Ability to work collaboratively with other staff
- Ability to liaise effectively with parents and visitors.
- Willingness to undertake first aid training or be a qualified first aider