



## PERSON SPECIFICATION

**POST TITLE:** Trust ICT Strategy Manager

**DATE:** July 2018

CATEGORY/ITEM	ESSENTIAL	DESIRABLE
<b>Qualifications &amp; Experience</b> <ul style="list-style-type: none"> <li>Relevant Degree or similar qualification in this field</li> <li>Minimum of 5 GCSE's A* - C including English and Maths or equivalent</li> <li>Minimum of three years' experience working in an ICT Managerial or strategic role</li> <li>Experience of working in ICT for an organisation of comparable size and complexity</li> <li>Experience of Office 365 and SharePoint technologies</li> <li>Experience in managing multi-site ICT Systems</li> <li>Experience of working to Policy and Procedures</li> <li>Basic understanding of ICT in education</li> <li>Experience of working with third party service providers</li> <li>Competent in the use of Microsoft systems both Network and Desktop Operating.</li> <li>Experience of working in a school or other educational setting</li> </ul>	X X X X X X X X	X      X  X
<b>Knowledge &amp; Skills</b> <ul style="list-style-type: none"> <li>Excellent interpersonal skills. A high level of ability to communicate effectively with colleagues and students</li> <li>Good analytical ability and excellent problem solving skills.</li> <li>Ability to prioritise tasks, manage time effectively and meet deadlines</li> <li>Ability to cope effectively in a busy, demanding role</li> <li>Proven ability to maintain confidentiality in all aspects of work</li> <li>Ability to manage stakeholders and third party service providers</li> <li>Able to provide a high level of customer service to stakeholders</li> <li>Able to adapt to work alone, using own initiative and within a busy diverse team</li> <li>Flexible approach to working hours and positive attitude to work</li> </ul>	X X X  X X  X X X X	
<b>Suitability to work with children</b> <ul style="list-style-type: none"> <li>Enhanced DBS clearance is required for this position</li> </ul>	X	

