

ESSENTIAL (Must have)	DESIRABLE (Should have)
<p>Knowledge & Experience</p> <p>Literacy and numeracy standard equivalent to a GCSE Grade in English and Maths</p> <p>Experience in using information & computer technology and administration systems</p> <p>Experience of working in a professional role supporting others</p> <p>Experience of developing web-based solutions</p> <p>Abilities & Aptitudes</p> <p>Ability to apply an adaptable and flexible approach to achieving objectives, without direct supervision</p> <p>Ability to learn new systems and software quickly</p> <p>Empathy with colleagues' needs; approachable and helpful disposition</p>	<p>Knowledge & Experience</p> <p>A qualification in ICT or an associated subject at Level 3 or above</p> <p>Experience of managing audio and video equipment on the web</p> <p>Experience of web tools such as HTML, Flash, PHP, Google</p> <p>Experience of working and supporting young people and adults.</p> <p>Abilities & Aptitudes</p> <p>Ability to work on own initiative, including knowing when and why items for decision need to be referred upwards</p> <p>An ability to identify and provide creative solutions to users' requirements with the resources available</p> <p>Accurate and methodical when managing data on computerised information systems</p>
<p>SPECIAL CONDITIONS: The job involves working with children and will be subject to Disclosure and Barring Service (DBS) checks</p>	