

## HEAD OF ICT SERVICES PERSON SPECIFICATION

Essential	Desirable	Evidence
<b>Qualifications and experience:</b>		
<ul style="list-style-type: none"> <li>Studied to a minimum standard of GCSE (grade A*–C) or equivalent, in English and mathematics.</li> <li>ICT related qualifications.</li> <li>Evidence of successfully managing ICT network/s, hardware and software functions in order to support the day-to-day operation of an establishment/company.</li> <li>Experience of managing change and implementing new systems/procedures/controls.</li> <li>Experience in the line management of staff.</li> <li>Experience of training staff in ICT.</li> </ul>	<ul style="list-style-type: none"> <li>Further or higher education qualifications relevant to the field (ITIL Foundation, CCNA)</li> <li>Experience of working in a school or similar establishment.</li> </ul>	<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p> <p>Certificate/s (to be available at interview)</p>
<b>Knowledge and skills:</b>		
<ul style="list-style-type: none"> <li>Ability to build and form good relationships with colleagues and students.</li> <li>Able to lead, develop and motivate a team of staff, delegating duties as required.</li> <li>Ability to work constructively as part of a team, understanding school roles and responsibilities including own.</li> <li>Ability to improve own practice / knowledge through self-evaluation and learning opportunities.</li> <li>Ability to absorb and understand a wide range of information.</li> <li>Very good analytical and problem solving skills.</li> </ul>	<ul style="list-style-type: none"> <li>Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation e.g. concerning licences and data protection.</li> <li>Experience of working with MIS systems.</li> </ul>	<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>

Essential	Desirable	Evidence
<ul style="list-style-type: none"> <li>• Good standard of numeracy and literacy skills.</li> <li>• Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals.</li> <li>• Significant working knowledge of a range of ICT software, hardware and other resources.</li> <li>• Thorough understanding of networks, LAN, WAN and Internet topologies, protocols and techniques together with proven technical background in desktop computers and peripherals.</li> <li>• Can proficiently use office computer software including word-processing, spreadsheet, database and internet systems.</li> <li>• Managing and monitoring a budget, and providing required reports.</li> </ul>		
<b>Personal qualities:</b>		
<ul style="list-style-type: none"> <li>• Ability to show initiative and to prioritise one's own work and that of others even when under pressure.</li> <li>• Able to follow direction and work in collaboration with line manager.</li> <li>• Able to work flexibly to meet deadlines and respond to unplanned situations.</li> <li>• Efficient and meticulous in organisation.</li> <li>• Desire to enhance and develop skills and knowledge through CPD.</li> </ul>		<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>

Essential	Desirable	Evidence
<ul style="list-style-type: none"> <li>• Ability to reach and bend, and to carry out some heavy lifting/moving of equipment.</li> <li>• Commitment to the highest standards of child protection and safeguarding.</li> <li>• Recognition of the importance of personal responsibility for health and safety.</li> <li>• Commitment to the Trust and School's ethos, aims and its whole community.</li> </ul>		