

## Person Specification

### ICT Technician:

	Essential Criteria	Desirable Criteria
<b>Experience</b> (Relevant work and other experience)	<ul style="list-style-type: none"> <li>• Relevant experience within the context of the role.</li> <li>• A proven record of self-motivation, willingness to work hard and ability to use their own initiative.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of Child Protection and Health and Safety Regulations.</li> <li>• Experience of working within a school.</li> <li>• Experience of working with young people.</li> </ul>
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• BTEC National/NVQ3 or equivalent</li> <li>• Good numeracy/literacy skills.</li> <li>• Be aware of safe working practices.</li> <li>• Be a good communicator.</li> <li>• An awareness of health and safety procedures and precautions in the work place.</li> </ul>	<ul style="list-style-type: none"> <li>• GCSE (or equivalent) Maths and English.</li> <li>• Evidence of further accredited training e.g. Microsoft training</li> </ul>
<b>Training</b>	Willingness to undertake relevant training	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to work effectively as a member of a team.</li> <li>• Good, clear communication skills.</li> <li>• Excellent interpersonal skills.</li> <li>• An excellent personal manner.</li> <li>• Ability to communicate with and maintain positive relationships with students and staff.</li> <li>• Ability to stay calm under pressure.</li> <li>• Good organisational skills.</li> <li>• Ability to work on own initiative.</li> <li>• Ability to handle sensitive and confidential issues.</li> <li>• Ability to adhere to procedures and policies.</li> <li>• Have a flexible approach.</li> <li>• Able to undertake maintenance and repair work.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to integrate ICT into subject teaching.</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to the ethos and aims of the school.</li> <li>• Initiative and enthusiasm.</li> <li>• Patient, conscientious and approachable.</li> <li>• Excellent work ethic.</li> <li>• Punctual and self-motivated.</li> <li>• Ability to meet deadlines.</li> <li>• Attention to detail, good at noticing what needs doing.</li> <li>• Good at maintaining professional relationships and liaising with contractors.</li> </ul>	<ul style="list-style-type: none"> <li>• Confident to speak to a wide range of people.</li> <li>• Well motivated; ability to work with minimum supervision.</li> <li>• Resilient and adaptable.</li> </ul>