| Essential **ICT Technician (Secondary): Person Specification** | Desirable | Evidence |
| --- | --- | --- |
| Qualifications and experience: | | |
| * Studied to a minimum standard of GCSE (grade A\*–C) or equivalent, in English and mathematics. * ICT related qualifications. | * Further education qualification relevant to the field. * Experience of working in a school or customer based establishment. * Experience of working within an ICT environment, diagnosing and solving problems. | Application form  Letter of application  References  Interviews  Certificate/s (to be available at interview) |
| Knowledge and skills: | | |
| * Ability to build and form good relationships with colleagues and students. * Ability to work constructively as part of a team, understanding school roles and responsibilities including own. * Ability to absorb and understand a wide range of information. * Verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals. * Good standard of numeracy and literacy skills. * Good analytical and problem solving skills. * Good working knowledge of a range of ICT software, hardware and other resources. * Understanding of networks and proven technical background in desktop computers and peripherals. * Can proficiently use office computer software including word-processing, spreadsheet, database and internet systems. | * Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation eg concerning licences. * Working knowledge of Wordpress for website management. * Understanding of LAN, WAN and Internet topologies, protocols and techniques. | Application form  Letter of application  References  Interviews |
| Personal qualities: | | |
| * Initiative and ability to prioritise one’s own work. * Able to follow direction and work in collaboration with Line Manager and Team Members. * Able to work flexibly to meet deadlines and respond to unplanned situations. * Efficient and meticulous in organisation. * Desire to enhance and develop skills and knowledge through CPD. * Commitment to the highest standards of child protection. * Recognition of the importance of personal responsibility for health and safety. * Commitment to the Trust’s ethos, aims and its whole community. |  | Application form  Letter of application  References  Interviews |