| 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 formLetter of applicationReferencesInterviewsCertificate/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 formLetter of applicationReferencesInterviews |
| 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 formLetter of applicationReferencesInterviews |