

PERSONNEL SPECIFICATION

Job Title: ICT Technician

Grade: 6 Term Time pro-rata - £14,354

Attributes	Essential		Desirable	
Qualifications and Training	Evidence of a willingness to undertake further training	A/R	Recognised qualifications in ICT	A
	GCSE A – C in English & Maths	A		
Experience and Skills	Experience of working on own initiative using administrative, organisational and communication skills	A/I/R	Experience of working in a school	A
	Proficiency in using range of ICT software packages such as those used across the college in lessons and for office/admin use.	A/I/R	Good presentation skills and an ability to support teachers in developing stimulating learning resources	A /I
	Excellent interpersonal skills, including resilience and a commitment to high quality customer service	A/I/R	Experience of working as an ICT technician or support assistant.	A /R
Motivation	Enthusiasm for learning and ICT/technology, and for working with young people in a school environment, and participating in the wider life of the school	A/I	Understanding of the range and potential of use of ICT and the internet as an educational resource for the 11-14 age group.	A /I
	Patience, persistence and a positive approach to problem solving.	A/I		
Appearance and Health	Appearance to inspire the confidence of staff and students	I		
	A good health and attendance record	R		
Application	A well written and well-presented application written specifically for this post.	A		

June 2017

Evidence to be gleaned from:

- A Letter of application and application form
- I Interview process
- R Reference