**PERSON SPECIFICATION**

**JOB TITLE: ICT Manager/Technician/All Rounder**

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| **Attributes** | **Essential** | **Preferred** |
| **Education/Qualifications** | HND/HNC – Computer  Studies | Recognised qualifications  in:  (i) Network Management  (ii) PC Maintenance and  Repair. |
| **Experience** | Minimum of 3 years  relevant experience  Experience of Local Area  Networks | Previous experience of  Network Management  Experience of school related  software e.g.  SIMS, Key Solutions,  curriculum-related  packages  Experience of supervision  of staff |
| **Skills/Knowledge/**  **Aptitude** | Ability to work  collaboratively with  colleagues throughout the  school  Ability to communicate  effectively with colleagues  and pupils  Ability to provide training  and support on ICT  packages  Understanding of the use  of ICT in a classroom  setting  Good analytical and  problem solving skills  Good standard of  administrative skills  Ability to prioritise and plan on a daily/weekly/termly basis | Previous experience of  using ICT in an  educational setting  Evidence of further  professional development  in the ICT field |
| **Motivation** | Ability to work without  supervision and able to  prioritise work  Willingness to undertake  further training |  |
| **Physical** | Ability to lift/move  computer equipment  Ability to reach  inaccessible areas for  installation and  maintenance of equipment |  |
| **Other** | This is a very hands on interactive position with pupils who have special Needs. The ability to communicate and seek out appropriate special needs packages and equipment is essential.  Must have a full clean driving licence and willing to use own car during working hours to travel to and from both school sites. |  |

Dated 19.10.17

August 2017