

**CHINGFORD ACADEMIES TRUST
PERSON SPECIFICATION & ASSESSMENT
ICT TECHNICIAN – PERSON SPECIFICATION**

JOB REQUIREMENTS	Essential (E)	Desirable (D)
Qualifications and Experience		
ICT related qualifications(certificates/s to be available at interview)		D
Experience of working within an ICT environment, diagnosing and solving problems	E	
Experience of working as part of a team to achieve objectives	E	
Experience of training staff in ICT		D
Experience of working in a School or similar establishment		D
Education and Training		
Studied to a minimum standard of GCSE(grade A*-C) or equivalent, in English and Maths (certificate/s to be available at interview)	E	
Skills, Knowledge and abilities		
Ability to build and form good relationships with colleagues and pupils	E	
Ability to work constructively as part of a team, understanding School roles and responsibilities including own	E	
Ability to absorb and understand a wide range of information	E	
Verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals	E	
Good standard of numeracy and literacy skills	E	
Good analytical and problem solving skills	E	
Good working knowledge of a range of ICT software, hardware and other resources	E	
Understanding of networks, protocols and techniques together with proven technical background in desktop computers and peripherals	E	
Can proficiently use MS Office computer software including word-processing , spread sheet, database and internet systems	E	
Working knowledge of relevant policies, procedures, code of practice and awareness of relevant legislation e.g. concerning licenses		D

Able to maintain confidentiality at all times about School issue, within School and in the wider community	E	
Knowledge and understanding of Health and Safety standards within a School setting, particularly security		D
Personal Attributes		
Approachable and empathetic	E	
Ability to show initiative and prioritise one's own work and that of others even when under pressure	E	
Able to follow direction and work in collaboration with Line Manager.	E	
Able to work flexibly to support others and respond to unplanned situations	E	
Efficient and meticulous in organisation	E	
Commitment to the highest standards of child protection	E	
Recognition of the importance of personal responsibility for Health and Safety	E	
The ability to maintain confidentiality	E	
Desire to enhance and develop skills and knowledge through own professional development	E	
To undertake duties with a professional approach at all times.	E	
Commitment to the school's ethos, aims and Trust Charter	E	

This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18.

'The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.'

“The Trust as an employer is committed to safeguarding and promoting the welfare of children and young people as its number one priority. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the school on its behalf”. (Ref: Safeguarding Children and Safer Recruitment in Education 2007).

