



PERSON SPECIFICATION

No	Categories	Essential / Desirable	Assessed by:	
			App Form	Interview/ Task
QUALIFICATIONS				
1.	5 GCSEs (incl. Maths and English Grade C or above)	E	✓	
2.	Post 16 Qualifications i.e. BTEC or A-Levels	E	✓	
3.	Evidence of continuing professional development and training	D	✓	✓
EXPERIENCE				
4.	ICT experience	D	✓	✓
5.	Experience of managing multiple demands	D	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
6.	A genuine interest in ICT and its application in supporting learning	E	✓	✓
7.	The ability to think outside the box and to problem solve under pressure	D	✓	✓
9.	Excellent written and spoken communication	E	✓	✓
10.	Excellent time management, with the ability to prioritise and organise work effectively and efficiently	D	✓	✓
11.	Able to use all common ICT applications effectively and efficiently	E	✓	✓
12.	Excellent interpersonal skills	E	✓	✓
13.	The ability to develop strong relationships with and inspire confidence in stakeholders	D	✓	✓

14.	A proactive approach to work and the ability to work independently	E	✓	✓
PERSONAL QUALITIES				
15.	An engaging manner, able to confidently engage with new people and build a rapport	E	✓	✓
16.	A strong commitment to both the Trust values and ethos, plus own professional conduct and ethics	E	✓	✓
17.	Commitment to support the Trust's agenda for safeguarding and equality and diversity	E	✓	✓
18.	High attention to detail within all areas of work	E	✓	✓
19.	Deals with all stakeholders both positively and pragmatically	E	✓	✓
20.	A firm commitment to continuing professional development	E	✓	✓