

PERSON SPECIFICATION

Job Title	ICT Infrastructure and Innovation Lead
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Responsible to	CEO
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Grade	J
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Purpose of the Role	To lead on the strategic development of ICT across the Trust.
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SKILLS AND ABILITIES	Essential	Desirable
Excellent management and organisational skills; able to prioritise time and tasks in order to meet deadlines and provide a friendly and efficient service, whilst remaining calm under pressure.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to plan and develop systems and procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to work quickly, methodically and accurately.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Effective use of a broad range of ICT packages.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Use of specialist equipment / resources.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Very good interpersonal and communication skills: Ability to work independently, using own initiative. Ability to manage, lead and motivate staff. Ability to co-operate effectively as a team member. Ability to communicate at all levels, both written and verbal, with Senior Managers, staff, parents and outside agencies.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

GENERAL AND SPECIAL KNOWLEDGE	Essential	Desirable
First Aid qualification (or the willingness to obtain one).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Full working knowledge of relevant policies / codes of practice / legislation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Awareness of current Health & Safety Legislation and procedures.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

RELEVANT EXPERIENCE	Essential	Desirable
Experience of planning and leading medium sized projects (1000+), including implementation of cost strategies.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to manage multiple projects / activities and maintain tight deadlines and budget with strong organisational skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Excellent written and verbal communication, with proven report writing skills and the ability to deal with a demanding and varied workload, along with the ability to switch priorities at short notice.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience of engaging with customers and users, in person, through surveys and other feedback mechanisms, with excellent interpersonal skills with people at all levels.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience of developing and maintaining PR strategies to meet organisational objective, with a strong understanding of customer and market dynamics and requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience of contributing to the whole organisation strategic school priorities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience of effective use of social media including Twitter.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience of managing a department budget.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

EDUCATION, QUALIFICATIONS AND TRAINING	Essential	Desirable
Educated to degree level in Business.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Information Communication Technology e.g. Word / Excel / Publisher / Outlook / SIMS or similar database / Internet / E-mail.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ADDITIONAL FACTORS	Essential	Desirable
An interest in the type of work involved.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A commitment to safeguarding and promoting the welfare of children and young people.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A willingness to share information and expertise.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A commitment to ongoing staff development and the development of others.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Available to work at the required times.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A flexible approach to accommodate the changing needs of the school.	<input type="checkbox"/>	<input checked="" type="checkbox"/>