|  |  |  |
| --- | --- | --- |
| Qualifications | Essential | Desirable |
| NVQ Level 3 or equivalent or relevant experience |  |  |
| Evidence of further professional development relevant to post |  |  |
| ITL foundation or above |  |  |
| PRINCE2 foundation or above |  |  |
| Microsoft certifications MCP, MCSA, MCSE |  |  |
| Cisco CCNA |  |  |
| Experience | | |
| Experience of working with new technology |  |  |
| Skills & Knowledge | | |
| Knowledge of the latest developments in IT |  |  |
| Able to communicate effectively, orally and in writing |  |  |
| Able to organise, prioritise and manage workload with efficiency |  |  |
| Confidence in own ability to be effective and to take on challenges |  |  |
| Good numeracy and literacy skills |  |  |
| Ability to relate well to students, colleagues, parents and Governors |  |  |
| Able to support staff in maintaining high standards for the school |  |  |
| Efficient and effective administrative, organisational and personal management skills |  |  |
| Able to deliver training |  |  |
| SIMS |  |  |
| HyperV |  |  |
| Web filtering products such as Lightspeed |  |  |
| Equitrac Print Management Software |  |  |
| Office 365 |  |  |
| System Centre Configuration Manager |  |  |
| Windows server 2016 / 2012R2 |  |  |
| SQL server and IIS |  |  |
| OneLAN digital signage |  |  |
| Range of client and mobile operating systems including Windows 10, Mac OSX, iOS and Android |  |  |
| Ruckus Wireless |  |  |
| Personal Attributes | | |
| Ability to inspire, challenge and motivate |  |  |
| Have a positive approach with desire to succeed |  |  |
| Energy, enthusiasm and perseverance |  |  |
| Reliability and integrity |  |  |
| Good interpersonal skills |  |  |
| Professional appearance and manner |  |  |
| Positive commitment to individual personal development |  |  |
| Capacity to work hard, under pressure, to meet deadlines and manage time effectively |  |  |
| A good record of attendance during the last three years |  |  |
| Adaptable and amenable with respect to working practices |  |  |
| Ability to work independently and in a team, take a collaborative approach |  |  |
| Ability to build supportive working relationships with colleagues |  |  |
| Commitment to supporting the full life of the school |  |  |
| Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly |  |  |
| Suitable to work with children |  |  |
| Equal Opportunities | | |
| A commitment to inclusive education |  |  |