**PERSON SPECIFICATION**

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

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| **Attributes** | **Essential** | **Preferred** |
| **Education/Qualifications** | HND/HNC – ComputerStudies | Recognised qualificationsin:(i) Network Management(ii) PC Maintenance andRepair. |
| **Experience** | Minimum of 3 yearsrelevant experienceExperience of Local AreaNetworks | Previous experience ofNetwork ManagementExperience of school relatedsoftware e.g.SIMS, Key Solutions,curriculum-relatedpackagesExperience of supervisionof staff |
| **Skills/Knowledge/****Aptitude** | Ability to workcollaboratively withcolleagues throughout theschoolAbility to communicateeffectively with colleaguesand pupilsAbility to provide trainingand support on ICTpackagesUnderstanding of the useof ICT in a classroomsettingGood analytical andproblem solving skillsGood standard ofadministrative skillsAbility to prioritise and plan on a daily/weekly/termly basis | Previous experience ofusing ICT in aneducational settingEvidence of furtherprofessional developmentin the ICT field |
| **Motivation**  | Ability to work withoutsupervision and able toprioritise workWillingness to undertakefurther training |  |
| **Physical**  | Ability to lift/movecomputer equipmentAbility to reachinaccessible areas forinstallation andmaintenance 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