



The King Edmund School

A Business & Enterprise and Applied Learning Academy

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Headteacher Jonathan Osborn, BSc (Hons)

**PERSON SPECIFICATION
 Network Technician Assistant**

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Educated to at least Level 3 (A-level or equivalent) Further ICT qualifications and industry experience desirable but not essential
	Literacy	Accurate record keeping
	Numeracy	Level 2 in Maths or equivalent
	Technology	Experience with Microsoft Office suite desirable
Communication	Written	Ability to write reports and reflective logs
	Verbal	Ability to use clear language to communicate complex information unambiguously Ability to listen effectively
	Languages	Seek support to overcome communication barriers with children and adults Knowledge of technical terminology desirable but not essential
	Negotiating	Ability to negotiate effectively with adults and children to achieve best outcomes
Working with children	Behaviour Management	Understand and implement the school's Behaviour Management Policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Basic understanding of the learning experience provided by the school
	Child Development	Basic understanding of the way in which children develop
	Health & Well being	Understand the importance of physical and emotional wellbeing
Working with others	Working with partners	Understand the role of others working in the school and external agencies
	Relationships	Ability to establish rapport and respectful and trusting relationships with students, staff and other adults
	Team work	Ability to work effectively with other adults internally within the school as well as externally. Flexible and adaptable attitude to work, colleagues and customers (internal and external)

	Information	Ability to provide timely and accurate information
Responsibilities	Organisational skills	Ability to organise workload and meet deadlines
	Time Management	Ability to use own initiative and manage own time effectively Ability to work effectively under pressure and remain calm
	Creativity	Ability to follow instructions
	Adaptability	Ability to respond to urgent requests and re-prioritise in order to assist students, colleagues and management
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role and attend any relevant training and gain any relevant qualifications