

PERSONNEL SPECIFICATION

Job Title	ICT Technician
Band/Job Group	Band C
Hours/Weeks	22.5 hours per week / 52 weeks per year
Special Conditions	Holidays to be taken out of term-time Relevant Training Days / Staff Meetings to be included within working hours
School	The Orchard School
Responsible to	ICT Network and Services Manager

		Essential	Desirable
Education and Certification	Minimum of 5 GCSE Grade C or above including English & Maths (or equivalent) Relevant IT qualification(s) and/or at least 2 years relevant experience Microsoft Desktop Support qualification with an Office 365 related certification	* * 	 *
Skills and abilities	Good problem-solving skills Good organisational skills and be able to prioritise their workload. Methodical with a good attention to detail Excellent communication skills, both verbal and written Ability to relate well and work alongside staff and pupils in Special School setting Ability to remain calm and reflective when working in a challenging environment.	* * * * * *	
Knowledge	Knowledge of range of ICT hardware and a range of applications commonly used in schools e.g. Server Software, Operating Systems, Office Applications, MIS Systems etc.	*	
Physical	Ability to perform all duties and responsibilities relevant to the role. In addition, lifting and carrying equipment are an integral part of the job.	* *	

Experience	<p>Demonstrate good practical knowledge and problem solving strategies</p> <p>Experience of ICT Networks in a work setting</p> <p>Experienced working in a Primary and/or Special Education environment.</p>	<p>*</p> <p>*</p>	*
Training	<p>Willing to attend relevant training</p> <p>Enthusiastic and willingness to learn and develop new skills</p>	<p>*</p> <p>*</p>	
Wider Professional Responsibilities	<p>Attendance at and contribution to relevant staff meetings, training days and parent's evenings.</p> <p>Be aware of and implement all school policies.</p> <p>Be responsible for the Health and Safety in the workplace while carrying out duties of the role, and to report any Health and Safety issues following school protocol</p> <p>Willingness to work flexibly to meet the requirements of the post</p> <p>Willingness and adaptability in tackling the variety of tasks arising in a school environment.</p>	<p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p>	
Legal Requirements	<p>Enhanced DBS Check for Regulated Activity</p>	<p>*</p>	