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| **Person Specification**:  **Job Title:** ICT Network Engineer  **Grade:** F (Spinal point 14-28) (36 hours per week term time only+ 4 weeks)  **Salary**: | | **E = Essential**  **D = Desirable** |
| **Responsible to**  **Job Purpose** | E Learning Manager/Business Manager  To be responsible for undertaking the implementation, maintenance and upkeep of school ICT systems and software. Contribute to the planning and development of the school ICT support service. |  |
| **Qualifications** | * GCSE IN Maths and English or equivalent. * ITIL V 3 Foundation level or other relevant ICT qualification. | E  D |
| **Specialist skills, knowledge and experience of:** | * Ability to support ICT services in responding positively to internal initiatives as well as national processes and inspections. * Relevant hands on experience in an ICT environment. * Aware of issues facing local authorities and schools. * Receptive to new ideas, willing to change and encourages flexibility of approach and problem solving in others. * An understanding of ITIL processes relevant to the role. * Ability to establish school’s business needs and interpret into appropriate solutions. * Proactively takes responsibility by making timely decisions based on factual data and evaluates a variety of solutions before making recommendations. * Project management skills. * Organisational skills with the ability to deliver agreed objectives within agreed timescales. * Ability to mentor/coach staff showing tolerance of mistakes and supporting learning and self-development. | E  E  D  E  D  E  E  D  E  E |
| **Personal Qualities**  **The post holder should be:** | * Quickly builds rapport, easily establishes relationships and relates well to different types and groups of people. * Able to work to deadlines. * Flexible and adaptable in his or her approach to the job. * Enthusiastic and committed. * Able to work on his or her own initiative. * Able to treat information confidentially. * A good team player. * Willing to learn how to use new technology/hardware and undertake training as required. * Establish and consistently demonstrate high levels of productivity and personal motivation. * Maintain high professional standards and drive school improvement. * Believes in and supports the school’s vision and values. * Able to communicate complex technical issues in plain language for a non-technical audience. * Remains calm under pressure and reacts well to change and remains positive. * Flexible and adaptable. | D  E  E  E  E  E  E  E  E  E  E  E  E  E |