

GOSFORD HILL SCHOOL

PERSON SPECIFICATION



Post Title:	ICT Systems Manager
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Criteria	Essential	Desirable	Assessment Method
Qualifications & training	<ul style="list-style-type: none"> • minimum Level 3 ICT qualification • 5 or more A*-C at GCSE or equivalent including English and Maths 	<ul style="list-style-type: none"> • first degree or equivalent qualification 	(A)pplication
Relevant experience	<ul style="list-style-type: none"> • experience of ICT project management • experience and understanding of risk management and health and safety in ICT • experience of ICT operating systems and server based technologies 	<ul style="list-style-type: none"> • proven ability to lead ICT within a school environment 	A
Skills	<ul style="list-style-type: none"> • ability to lead a team of staff and delegate appropriately • good interpersonal skills • excellent written and oral communication skills • excellent numeracy skills • excellent ICT skills, particularly in Word, Excel, email and database programs • exceptionally good time management • experience of managing budgets and budget monitoring • experience of managing contractors/services with third party suppliers/contractors • ability to communicate technical language to non-technical users • excellent customer service skills experience and demonstrate effective team working • strong communicator with a solutions based focus to problem solving • to hold or be willing to work towards relevant technical/professional qualifications as required 	<ul style="list-style-type: none"> • experience of providing value for money ICT solutions 	I (R)eferences R I R R R (I)nterview R R R I
Personal qualities	<ul style="list-style-type: none"> • meticulous attention to detail in terms of checking work • self motivated • perspective and a sense of humour • well organised • ability to prioritise, work under pressure and meet deadlines • be able to use initiative • punctual • approachable & empathetic • committed • confidentiality 		R/I I I R R R R R R

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Professional values	<ul style="list-style-type: none"> • be sympathetic to the school's vision and ethos • able to establish and maintain good professional relationships with colleagues, students and parents • positive about working at our school • ability to embrace change • commitment to own professional development 		I I I R R
Knowledge & understanding	<ul style="list-style-type: none"> • understand the statutory requirements of legislation concerning safeguarding, including child protection, equal opportunities, health & safety and inclusion 	<ul style="list-style-type: none"> • knowledge of GDPR 	I
Other requirements	<ul style="list-style-type: none"> • willing to undergo a DBS check • willing to undergo a pre-employment health check 		I I

All applicants to Gosford Hill School will be expected to fully undertake our safeguarding arrangements and be prepared to comply with all relevant checks to ensure our young people are safe.