THE WEALD SCHOOL
ICT Technician

Person Specification

CATEGORY	ESSENTIAL	HIGHLY DESIRABLE
Education & training	● 5 GCSEs at Grade C or above incl Maths and English (or equivalent)	● Educated to A level or beyond
Experience	● Experience of ICT problem solving – hardware and software issues ● Experience of installing and managing software packages ● Administration and organisation	● Experience in an ICT support function ● Experience of manning an online ICT support desk system ● Experience of working in a school and/or in a similar role
Skills and abilities	● Ability to use a range of software packages – including Microsoft Office suite ● Ability to configure files and directory structures and copy files from peripherals to storage ● Excellent verbal communication skills both face to face and telephone ● Ability to "multi task" when facing a number of urgent priorities	● Basic Active Directory knowledge ● Basic experience of g-suite software and products
Personal qualities	● Keen interest in ICT ● Highly motivated, well organised, and thorough ● Enjoys working with young people ● Able to show good judgement ● A positive, flexible and proactive team player ● Ambition to learn new skills and develop personally	

May 2019