



# Newton Abbot College

Imagine what's possible ...

## ICT APPRENTICE Person Specification

Role Requirements:	Essential	Desirable	How Assessed
<b>Qualifications:</b>			
Educated to GCSE grade C level (or equivalent) in both Maths and English	√		Application Form
IT Literate	√		Application Form; Interview
Educated to A Level or above		√	Application Form
<b>Experience:</b>			
Relevant experience or training in ICT		√	Application Form; Interview
Experience in a range of ICT systems and software	√		Application Form; Interview
Experience in undertaking basic ICT equipment maintenance		√	Application Form; Interview
Experience of working within a team environment		√	Application Form; Interview
Experience of working in a customer focused environment	√		Application Form; Interview
<b>Personal and Professional Skills and Attributes:</b>			
A good general education	√		Application Form; Interview
Ability to communicate with others clearly and effectively, orally and in writing	√		Application Form; Interview
Ability to recognise and understand the need for confidentiality	√		Application Form; Interview
Excellent timekeeping and reliability	√		Application Form; Interview
Excellent planning and organisational skills	√		Application Form; Interview
Excellent communication skills	√		Application Form; Interview
Ability to work under pressure, prioritise and meet deadlines	√		Application Form; Interview

Excellent analytical skills	√		Application Form; Interview
Highly motivated and enthusiastic	√		Application Form; Interview
High expectations of self	√		Application Form; Interview
High professional standards	√		Application Form; Interview
Attentive to detail	√		Application Form; Interview
Ability to use initiative to identify and solve problems and get results	√		Interview
Ability to take responsibility for self development	√		Application Form; Interview
Flexible and adaptable approach	√		Application Form; Interview
Willingness to participate in training/ development as/when identified by line manager	√		Interview
Evidence of continuing professional development		√	Application Form; Interview
Ability to work effectively as a member of a team and take instruction	√		Application Form; Interview
Potential to progress within the organisation	√		Application Form; Interview
Understanding of safeguarding issues and promoting the welfare of children and young people	√		Interview
Suitability to work with children	√		Interview; References

Newton Abbot College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employees are expected to undergo Disclosure and Barring and employment checks.