

JOHN HENRY NEWMAN CATHOLIC COLLEGE

PERSON SPECIFICATION

Head of Digital Communications and IT

Salary: Grade F Points 37-46 (£32,486-£41,025pa)

	Essential	Desirable
KNOWLEDGE AND EXPERIENCE	<ul style="list-style-type: none">• Experience of managing a social media strategy• Experience of managing a website• Experience of managing a computer network• Excellent literacy skills.• Experience of producing technical content.	<ul style="list-style-type: none">• Experience of leading a team• Experience of working in a school environment.
SKILLS/ABILITIES	<ul style="list-style-type: none">• To work as a member of a team and promote effective team working.• To be proactive and use initiative.• To be able to work to tight deadlines and under pressure.• Excellent level of communication both verbal and in writing.• To organise and prioritise work effectively through good time management and organisational skills.• Strong empathy with students and staff; friendly and positive manner at all times.• Technical skills and a willingness to extend skills.• Flexibility and adaptation to change.• Initiative, maturity and efficiency.• Ability to think strategically	
QUALIFICATIONS	<ul style="list-style-type: none">• Experience in the use of websites, social media and technical equipment• Relevant ICT skills required for the post.• Educated to a GCSE Level.	
APTITUDES	<ul style="list-style-type: none">• Commitment to achieving high standards throughout the department.• Willingness to deliver success whatever the difficulty.• High level of motivation and versatility.• Maintain a discreet and professional relationship with parents and visitors acting accordingly with any sensitive material or information.• Open, honest and an active listener.	

	<ul style="list-style-type: none">• Willingness to work additional hours when required including open evenings.• Willingness to undertake training if required.	
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