



IT TECHNICIAN PERSON SPECIFICATION

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<p>Knowledge and Experience</p> <ul style="list-style-type: none"> • Good literacy and numeracy skills • Up to date technical knowledge of ICT, equipment, hardware and software applications • Knowledge of Microsoft Office Applications and other software packages • Experience of using a range of ICT systems and solving a range of ICT related problems 	<ul style="list-style-type: none"> • Awareness of Educational issues • Up to date knowledge of developments within ICT • Appropriate experience of working in a school department relevant to subject area
<p>Occupational Skills</p> <ul style="list-style-type: none"> • Good time management skills and ability to work under pressure and meet deadlines • Ability to work successfully in a team • Self-motivated to complete required duties. • Confidentiality • Good written and verbal communication skills: able to communicate effectively and clearly with a range of staff, pupils and parents. • Demonstrable ICT skills and ability to use them as part of the learning process, or, the ability to develop the required level of ICT skills in a reasonable time frame • Ability to exercise initiative 	<ul style="list-style-type: none"> • Demonstrable ICT skills and ability to use them as part of the learning process, or, the ability to develop ICT skills in a reasonable time frame • Knowledge of Health & Safety and other relevant legislations that impact on the role
<p>Behaviours</p> <ul style="list-style-type: none"> • link 	
<p>Qualifications</p> <ul style="list-style-type: none"> • NVQ Level 3 or equivalent in an ICT related subject. 	

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Other Requirements <ul style="list-style-type: none">• Enhanced DBS clearance• To be committed to the school's policy and ethos.• To be committed to Continual Professional Development.• Ability to form and maintain appropriate relationships and personal boundaries with children and young people.• Ability to work outside of school hours• Able to exercise discretion & judgement• Flexibility	