

Personnel Specification

Job Title:	ICT Technician
Salary:	Grade 6
Post Name:	

ESSENTIAL	DESIRABLE
<p>QUALIFICATIONS & EXPERIENCE</p> <p>Excellent numeracy/literacy skills.</p> <p>BTEC/NVQ level 3 for IT practitioners or equivalent qualification or experience in a relevant discipline.</p>	<p>QUALIFICATIONS & EXPERIENCE</p> <p>Level 4/5 qualification in relevant IT subject area</p>
<p>KNOWLEDGE</p> <p>Detailed understanding and ability to use relevant equipment/technology.</p> <p>Ability to work constructively as part of a team.</p> <p>Good communication skills.</p> <p>Ability to relate well to children and adults.</p> <p>A good working knowledge of current computer operating systems.</p> <p>Good organising, planning, and prioritising skills.</p> <p>Methodical with good attention to detail.</p>	<p>KNOWLEDGE</p> <p>Working within a school setting.</p>
<p>EXPERIENCE</p> <p>Experience of working in an ICT environment.</p>	<p>EXPERIENCE</p> <p>Understanding of the context in which our academies are working within.</p> <p>Knowledge of Health & Safety issues relevant to the post including legislation and COSHH.</p>

	Knowledge of good security and data protection practices.
<p>SKILLS AND ATTRIBUTES</p> <p>Commitment to getting the best outcomes for pupils and promoting the ethos and values of the Academy</p> <p>Commitment to equal opportunities and securing good outcomes for pupils with SEN or a disability</p> <p>Proactive approach to work, requiring minimal support</p> <p>Ability to work under pressure and prioritise effectively</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Be an effective team player that works collaboratively with others</p> <p>Ability to manage own time and workload</p> <p>Communicates effectively</p> <p>Able to use initiative to anticipate solve problems/is solution focused</p>	<p>SKILLS AND ATTRIBUTES</p> <p>Desire to continuous personal and professional development and bring improvement & development in relevant department.</p> <p>Ability to walk “extra mile”. Have Positive and “Can Do” attitude.</p>
<p>GENERAL CIRCUMSTANCE</p> <p>Attendance - evidence of regular attendance at work</p> <p>An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations</p> <p>Ability to prioritise own workload and work on own initiative.</p> <p>Possess good organisational skills.</p> <p>Ability to deal with members of the public and outside organisations.</p> <p>Good sense of humour</p> <p>Ability to work under pressure and to deadlines.</p>	<p>GENERAL CIRCUMSTANCE</p>

Calm nature and ability to stay calm in difficult situations.

Willingness to work with young people.

Trustworthy and honest.

A proven good attendance record.

Available for duties out of normal working hours occasionally.

Smart appearance and to adhere to the dress code policy.