Person Specification

POST: ICT Technician

The person appointed will provide evidence of the skills, abilities, knowledge, experience and qualifications required to perform the role in relation to working with children. For this job we are looking for the following essential attributes and experience:

	Essential	Desirable	Method of Assessment
Qualifications	Educated to GCSE level (A-C standard) in at least three subjects of which one must include English, Mathematics or ICT. *PROOF OF QUALIFICATIONS WILL BE REQUIRED*	Specific and relevant ICT qualifications.	All points application form/interview
Experience	Relevant ICT experience, working in a similar role in a work-place environment. Familiarity with: • Microsoft Windows operation systems. • Microsoft Office desktop applications. • Apple iOS, products and services.	Relevant ICT experience, working in a similar role in an educational work-place environment. Familiarity with: • Microsoft Windows 10. • Microsoft Office 2016. • Micosoft Office 365. • Microsoft Server operation systems, roles and features. • Virtualised server environments. • Apple products and services. • Apple MDM software. • Cashless catering software and services. • MIS software. • Finance management software. • Any other relevant educational software packages.	All points application form/interview/ task
Abilities	To maintain confidentiality at all times Must be organized, efficient and have a proactive nature Ability to use own initiative but to acknowkledge when support and guidance is needed Ability to provide a high standard of customer care and to promote the Academy in a positive way		All points application form/interview

Interpersonal skills	Ability to communicate with people of all levels Enthusiastic about a career in ICT Pursue development of ICT skills, including Microsoft Operating Systems and Microsoft Office Ability to prioritise tasks An interest in acquiring or possesses basic hardware troubleshooting, configuration and repair skills Flexible hours are a possibility with this position depending on situation	Has basic hardware troubleshooting, configuration and repair skills	All points application form/interview/ task
Commitment	Willingness to participate in training, performance management and learning opportunities Commitment to ensure support is appropriate to meet the diverse needs of staff and students. Personal commitment to continuous self-development and Academy improvement. Willingness to consent to an application for an enhanced disclosure to a DBS check		All points application form/interview