



## DOVER GRAMMAR SCHOOL FOR BOYS

### Person Specification for ICT Technician

	Essential	Desirable
<b>Education and Qualifications</b>		
Level 2/3 ICT Diploma (or equivalent)	✓	
<b>Experience</b>		
Experience in an IT environment and working with relevant software and Networks	✓	
Working in a School providing ICT Support		✓
<b>Knowledge and Understanding</b>		
Knowledge and experience in a range of ICT system and software packages	✓	
Knowledge of managing an ICT network	✓	
Full understanding of Data Protection Act and knowledge of the updated GDPR, Freedom of Information Act 2000 and Information Governance	✓	
School Management systems (SIMs)		✓
<b>Skills and Attributes</b>		
Work with guidance but under limited supervision	✓	
Must be able to communicate verbally with staff at all levels, along with pupils	✓	
A high level of organisational skills and the ability to prioritise workload to meet deadlines	✓	
<b>Personal Qualities</b>		
Proactive approach and be able to work well under pressure	✓	
Excellent interpersonal and communication skills	✓	
Work well independently and as part of a team	✓	
Punctual and reliable	✓	
High level of honesty and integrity	✓	
<b>Further Requirements</b>		
Willingness to work flexible hours on occasions	✓	
Willingness to maintain confidentiality on all school matters	✓	
Willingness to undertake training courses that are relevant to the duties of the post	✓	
Willingness to be involved in internal and external meetings	✓	
Be supportive of all safeguarding policies and procedures and to be aware of different types of abuse	✓	

