

PERSON SPECIFICATION ICT Technician		
	Essential	Desirable
Education and Qualifications		
Level 2/3 ICT Diploma (or equivalent)	√	
Experience		
Experience in an IT environment and working with relevant software and Networks	√	
Working in a School providing ICT Support		√
Knowledge and Understanding		
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)		√
Skills and Abilities		
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	√	
Personal Qualities		
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	√	
Further Requirements		
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	√	