



PERSON SPECIFICATION

JOB TITLE: ICT Technician
DEPARTMENT: Island Learning Centre
GRADE: 7
PREPARED BY: Lorraine Bower

POST NO:
DATE: Jan 2024

E = ESSENTIAL D = DESIRABLE		SOURCE OF EVIDENCE - APPLICATION = A TEST = T INTERVIEW = I	
	1. EXPERIENCE, direct work experience, other relevant experience.	W =5	
E	Experience of setting up and configuring ICT systems to meet individual needs		A
D	Experienced in the use of a wide range of software in schools or other relevant establishments		A
D	Experience with Website administration		A
	2. KNOWLEDGE, without which the job cannot be done effectively.	W =4	
E	Ability to analyse and present data to a wide audience		AI
D	Knowledge of monitoring the welfare of children & young people		AI
	3. SKILLS & ABILITIES, Essential/Capable of doing, Desirable/Able to train.	W =5	
E	Ability to work as part of a multi professional team		AI
D	Ability to advise and support colleagues with ICT issues.		AI
E	Ability to effectively use a variety of ICT packages word, excel and outlook and school learning packages.		AI
E	Ability to use SIMS effectively to extrapolate data		
	4. QUALIFICATIONS, TRAINING & EDUCATION, also identify training to be given.	W =5	
E	NVQ 3 Administration or equivalent		A
E	GCSE – 5 A-C grades including English and Maths		A
E	Willingness to undertake appropriate training, eg SIMS		A
D	ICT qualification		AI
	5. PERSONALITY, SOCIAL SKILLS, Relationships, thinking style, disposition.	W =5	
E	Confident, positive and approachable manner		I
E	Ability to work under pressure and remain calm		I
E	Commitment and ability to work as part of a team to support colleagues		I
	6. OTHER FACTORS, Physical, Mobility, Availability, Conditions, etc.	W =3	