

**Court Fields School                  Person Specification**  
**Post: ICT Technician (37 hours – all year round)**

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>How identified</b>
Qualifications/Experience	<ul style="list-style-type: none"> <li>• Level 3 NVQ or diploma in an ICT-related discipline</li> <li>• A level grade A-C (or equivalent) in an ICT-related discipline</li> <li>• Knowledge of and willingness to keep up to date with new developments in ICT and ICT legislation</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum of three years' experience of management of ICT provision and strategy</li> <li>• Level 4 NVQ or diploma (or equivalent) in an ICT-related discipline</li> <li>• ICT Networking qualifications</li> <li>• Experience of providing technical input and advice and providing support for appropriate software and hardware</li> <li>• Experience of working in an educational environment, preferably a school</li> <li>• Experience of specifying and installing networks and PCs</li> <li>• Experience of working with young people</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Certificates</li> </ul>
Technical Skills	<ul style="list-style-type: none"> <li>• Good general knowledge of ICT Hardware</li> <li>• Good communicator</li> <li>• Ability to prioritise and produce accurate work to tight deadlines</li> <li>• Ability to set up work stations and provide maintenance and cleaning support across the academy</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the SIMs system and its application in the academy</li> <li>• Capacity to lead training for small groups of teaching and support staff</li> <li>• Experience of website design and maintenance</li> <li>• Experience of server management</li> <li>• Expert ICT practitioner</li>   <li>• Experience of network switch and hub management</li> <li>• Ability to provide 'emergency response' to basic ICT classroom crises</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview and selection process</li> <li>• Certificates</li> </ul>

		<ul style="list-style-type: none"> <li>• Ability to provide basic assistance to staff and students in the use of ICT equipment and procedures</li> <li>• Ability to assist with the monitoring and management of stock, software and hardware, undertaking audits as required</li> <li>•</li> </ul>	
Interpersonal Skills	<ul style="list-style-type: none"> <li>• Ability to relate well to children and adults</li> <li>• Ability to support teachers in the delivery of ICT in a calm and helpful manner</li> <li>• Demonstrates a 'can-do' attitude including suggesting solutions, participating and encouraging others in achieving them</li> <li>• Ability to act with pace and urgency, being energetic, enthusiastic and decisive</li> <li>• Ability to take a full and active part within the ICT technician team including attending and participating in meetings</li> <li>• Ability to maintain regular contact with all members of staff, students and the community to give advice and guidance</li> <li>• Ability to provide sole supervision of students using ICT resources during lunchtime and after school</li> <li>• Ability to promote good health and safety and good student behaviour around the academy</li> </ul>	<ul style="list-style-type: none"> <li>• A good sense of humour</li> <li>• Ability to be flexible and respond to the needs of the academy in a calm and efficient manner</li> <li>• Experience of working within a team ethos</li> </ul>	<ul style="list-style-type: none"> <li>• Interview and selection day</li> </ul>

**PLEASE NOTE:**

**THE ROLE WILL INVOLVE SOME MANUAL HANDLING OF EQUIPMENT AROUND THE SCHOOL SITES AND THE MAINTENANCE/ INSTALLATION OF EQUIPMENT WHICH MAY OCCASIONALLY INVOLVE WORKING AT HEIGHTS ON LADDERS, SCAFFOLD TOWERS, POWERED LIFTS, ETC.**