Southfields Primary School

PERSON SPECIFICATION

ICT TECHNICIAN

Requirements	Essential	Desirable	Assessed by
Experience	• Excellent working knowledge of equipment and ICT packages relevant to the school. • Experience of working as an ICT Technician.	• Experience of working within a school/college. • Experience of SIMS/FMS.	App / Ref
Qualifications/training	• GCSE English & Maths to at least Grade C/level 4	• NVQ3 or equivalent in relevant subject area	App / Ref
Skills	• Well-developed analytical, planning and organisational skills. • Ability to manage own time effectively. • Ability to prioritise own workload. Working knowledge of Microsoft packages and Management Utilities Develop and maintain effective • record keeping/management information systems. • Communicate effectively with a wide range of audiences. Digital and graphic design.	• Previous use of Microsoft Server Technologies (AD, DNS, DHCP, SCCM, WSUS and IIS). • Previous use of cloud platforms. • Ability to demonstrate a highly creative approach to supporting students and staff and an ability to resolve complex problems independently. • Website design and maintenance.	App / Ref App / Ref App / Ref App / Ref/Int Int App / Ref

Personal Qualities	• Record of excellent time keeping and attendance. Committed to equality of opportunity. Excellent communicator.	Committed to own professional development opportunities.	Ref Int App / int Ref/int Ref / Int
	• Able to work effectively as part of a team. Self-motivated, able to work independently without supervision.		Ref Int
	• Empathy for students with a learning difficulty / disability.		Ref
	• Commitment to keeping children safe.		Ref
	• Positive in outlook with a good sense of humour.		Int
	• Robust and realistic.		Int
	• Drive and Energy.		App/ref
	• Able to work flexibility and be responsive to unanticipated problems and demands.		