



Applicants need to match their skills and experience to the criteria below.
West Hill School – June 2012 Personal Specification (Senior ICT Technician) I = Interview P = Presentation A = Application

Quality	Essential	Desirable
Skills/Abilities		
Ability to organise their day and to plan ahead (I/A)	✓	
Use initiative and prioritise tasks (I/A)	✓	
Demonstrate good inter personal skills (I/P)	✓	
Good communication skills, both written and oral (P/I/A)	✓	
Proficient user of ICT and an ability to support others in the use of ICT (I/P)	✓	
Ability to contribute ideas for change and to troubleshoot (I/P)	✓	
Ability to know when to refer work and to share information with staff of all grades (I/A/P)	✓	
Ability to maintain records and inventories (I)	✓	
Knowledge		
Sound knowledge of ICT systems and procedures in schools (I/A)	✓	
Commitment to CPD (I/A)	✓	
Good product knowledge and an understanding of the market to support the purchasing of equipment and peripherals (I/A)	✓	
Track record in using knowledge to adapt to change (I/A)	✓	
Experience		
Experience of working with children with Special Educational Needs (A)		✓
Experience of working in schools and/or other public sector bodies (A)		✓
Experience of providing 1 st line of support in an ICT role or aspect (I/A)	✓	
Experience of change to existing working practices and operating systems (I/A)	✓	
Commitment to equal opportunities (I/A)	✓	
Qualifications	Essential	Desirable
ICT qualifications and/or qualified by experience (A)	✓	
Evidence of continued CPD (A)	✓	
Personal Attributes		
Willingness to support extra-curricular activities, such as assemblies (I/A)	✓	
Ability to encourage others to develop their own ICT skills (I/A/P)	✓	
Able to work independently, responsiveness and flexibility (I/A/P)	✓	

Approachable and sensitive to the needs of others (I/A)	✓	✓
At ease in working in a special needs setting (I/A)		
Self-motivated and resilient (I/A)	✓	
Ability to network and to work collaboratively (I/A)	✓	
Attention to detail (I/A)	✓	

West Hill is responsible for safeguarding and promoting the welfare of pupils. An Enhanced CRB check is required for this post