

ICT MANAGER: PERSON SPECIFICATION

Essential	Desirable	Evidence
Qualifications and experience		
- Studied to a minimum standard of GCSE grade 4 or equivalent, in English and mathematics. - ICT related qualifications. - Evidence of successfully managing ICT network/s, hardware and software functions in order to support the day-to-day operation of an establishment/company. - Experience of managing change and implementing new systems/procedures/controls.	- Further or higher education qualifications relevant to the field. - Experience in the line management of staff. - Experience of website design and maintenance. - Experience of training staff in ICT. - Experience of working in a school or similar establishment.	Application form References Interviews Certificate/s (to be available at interview)
Knowledge and skills		
- Ability to build and form good relationships with colleagues and students. - Able to lead, develop and motivate a team of staff, delegating duties as required. - Ability to work constructively as part of a team, understanding school roles and responsibilities including own. - Ability to improve own practice/ knowledge through self-evaluation and learning opportunities. - Ability to absorb and understand a wide range of information. - Very good analytical and problem solving skills. - Good standard of numeracy and literacy skills.	- Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation eg concerning licences and data protection. - Experience of working with information management systems.	Application form References Interviews

Essential	Desirable	Evidence
• Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals. • Significant working knowledge of a range of ICT software, hardware and other resources. • Thorough understanding of networks, LAN, WAN and internet topologies, protocols and techniques together with proven technical background in desktop computers and peripherals. • Can proficiently use office computer software including word-processing, spreadsheet, database and internet systems. • Managing and monitoring a budget, and providing required reports.		
Personal qualities		
• Ability to show initiative and to prioritise one's own work and that of others even when under pressure. • Able to follow direction and work in collaboration with her/his line manager. • Able to work flexibly to meet deadlines and respond to unplanned situations. • Efficient and meticulous in organisation. • Desire to enhance and develop skills and knowledge through CPD. • Ability to reach and bend, and to carry out some heavy lifting/moving of equipment.		Application form References Interviews

Essential	Desirable	Evidence
• Commitment to the highest standards of child protection and safeguarding. • Recognition of the importance of personal responsibility for health and safety. • Commitment to the school's ethos, aims and its whole community.		