

Post: ICT Technician

Point : Scale 3 Point 5-6

Responsible to: Network Manager

Responsible for: Nil

Hours worked: 36 hours 5 days a week

Essential / Desirable T = Practical Test S = short listing criteria

1.0	EXPERIENCE:	Essential	Desirable
1.1	Evidence of being able to work unsupervised	x (s)	
1.2	Working in an educational setting		x
1.3	Excellent all round PC skills, both hardware and software	X (s, t)	
1.4	A good understanding of network infrastructures		x
1.5	Website maintenance		x
2.0	EDUCATION AND TRAINING		
2.1	5 GCSE including English and Maths Grade A-C or equivalent	x	
2.2	Evidence of further education (RSA/City&Guilds/BTEC/NVQ/Cert Ed or suitable alternatives)		x
2.3	Willingness to learn and undertake training 'in-post'	x	
2.4	Experience of using Microsoft Office and Adobe programs	X (s, t)	
3.0	SKILLS		
3.1	Good problem solving skills	x (s)	
3.2	A calm, methodical and logical approach working to deadlines when required	x (s)	
3.3	Excellent written and verbal communication skills	x	
3.4	The ability to be flexible, work under pressure, prioritise and multitask	X (s)	
3.5	A competent typist with accuracy and speed/level of least 40wpm		X (t)
3.6	O365 and Teams implementation and administration	X (t, s)	
4.0	PERSONAL QUALITIES		
4.1	Good attendance and punctuality	x	
4.2	Hardworking, flexible, reliable	x	
4.3	Smart personal presentation	x	
4.4	Ability to assimilate information quickly, diagnose issues and make decisions	x (s)	
4.5	A desire to be involved in the life of the school generally	x	
4.6	Have an understanding of child protection and how this is engaged within the school	X (s)	
5.0	EQUAL OPPORTUNITIES		
5.1	Understand and demonstrate a willingness to promote positively the Equal Opportunities Policy of Norlington School	x	