**Oakgrove Integrated College**

**Person Specification: ICT Technician 2**

**Essential criteria which will initially be measured at the shortlisting stage and which may also be further explored during the interview/selection stage:**

1. Five GCSEs (Grade A\* - C) to include English Language, Mathematics and ICT subject specific specialism, or equivalent, or higher level qualifications.
2. Practical experience of ICT hardware and operating systems.
3. Practical experience of common desktop application software.

**The following desirable criteria may be applied by the Selection Panel in order to determine a manageable pool of candidates:** You should make it clear on your application form how, and to what extent you meet the desirable criteria, as failure to do so may result in you not being shortlisted.

1. A minimum of six months’ experience in an ICT role.
2. Previous experience of working in a school environment.

**The following are additional essential criteria which will be measured during the interview/selection stage:**

1. Demonstrable knowledge of the requirements of an ICT Technician 2.
2. Proven effective interpersonal and communication skills with adults and children.
3. Proven effective customer service skills.
4. Proven effective team working skills.
5. Evidence of good planning and organising skills and an ability to work under pressure to meet deadlines.
6. Evidence of the ability to show initiative and work with minimal supervision
7. Evidence of how your experience and approach to work reflect the school’s values/ethos. You will find information about the school’s values/ethos on our school website.

**Personal Qualities:**

* Patient and diplomatic manner when dealing with staff and students.
* Ability to be tactful and sensitive and maintain complete confidentiality and discretion within all situations.
* Friendly, welcoming and approachable disposition.
* Flexible, cooperative and supportive team player.
* Enthusiasm and confidence at working with a wide range of people.
* Willingness to learn to use new IT systems and participate in further training and development opportunities offered by the school, to further knowledge.
* Willingness to undertake occasional work outside of normal working hours, e.g. evenings and Saturdays.