



St George's Catholic Voluntary Academy

BLESSED HOLY FAMILY CATHOLIC ACADEMY TRUST



PERSON SPECIFICATION

JOB TITLE: ICT & Media Technician (20 hours per week, term time only)
GRADE: G05
Salary: £31,359 - £33,387 (Full time equivalent) /
£14,964.51 to £15,932.28, pro-rata (Actual salary) 0.4772

1. EDUCATION ACHIEVEMENTS, QUALIFICATIONS AND TRAINING

Essential

- Good literacy, numeracy and ICT skills – minimum GCSE Maths/English Grade 4 or equivalent.

2. EXPERIENCE Desirable

- Experience of providing a range of ICT support
- Experience of supporting a network system
- Experiencing of working as part of a team

3. JOB RELATED KNOWLEDGE, APTITUDES AND SKILLS Desirable

- Knowledge of ICT technologies, software and hardware, including servers and internet connections.
- Ability to diagnose and address faults in the school's ICT systems
- Demonstrate practical knowledge and ability to deal with computer software and hardware problems
- Able to maintain and keep up to date the school's website and social media accounts.
- To keep up to date and to be aware of new developments in software and hardware, and to seek advice from specialist providers on products to meet the needs of the school as requested • To attend training courses for further professional development

4. PERSONAL QUALITIES Essential

- Work independently, flexibly and proactively with little supervision and use his/her own initiative.
- Manage time well, able to plan and prioritise workload
- Have enthusiasm, energy and commitment
- Have excellent communication skills (written and oral) and be able to communicate clearly at all levels
- Ability to interact positively with pupils and colleagues with sensitivity to different levels of expertise
- To be able to establish positive working relationships with staff and pupils and a wide range of people from within and outside the school environment

Desirable

- Ability to work as part of a team
- Ability to show initiative in a range of situations

5. EQUAL OPPORTUNITIES AND SAFEGUARDING Essential

- Commitment to equality of opportunity for all regardless of gender, disability, religion and ethnic origin • Commitment to safeguarding and promoting the welfare of children