



Person Specification ICT Technician

Professional Attributes:	Essential	Desirable
GCSE or equivalent English and Mathematics	✓	
Have excellent interpersonal skills	✓	
Ability to work within a team working environment and also able to work independently	✓	
Experience of working with young people		✓
Experience of working in a school setting		✓
Confidentiality at all times	✓	
Able to use the full suite of Microsoft Office applications with competent keyboard skills	✓	
Knowledge of SIMS packages or willingness to be trained in their use		✓

Personal Attributes:	Essential	Desirable
Be able to support and promote the values of the school and the mission statement 'to be a school which inspires and encourages the highest achievement and attainment'	✓	
Have an optimism in working for, and passion for working with young people	✓	
Have genuine respect for all members of our school community	✓	
Have enthusiasm for being involved in the life of a busy school	✓	
Ability to identify needs quickly and deal with queries that may be routine or that involve dealing with complaints	✓	
Be positive and approachable	✓	
Be aware of safeguarding children issues	✓	
Calm under pressure, adaptable and energetic	✓	
A sense of responsibility	✓	
Have a sense of humour	✓	
Flexibility and use of initiative	✓	