

Person Specification

Apprentice ICT Technician

	Essential	Desirable
Qualifications, Knowledge and Skills	<ul style="list-style-type: none"> 5 GCSE's A* - C / 9-4 equivalent (including English Language and Mathematics) 	
Experience, Knowledge & Understanding	<ul style="list-style-type: none"> A good level of competency in IT systems, including PCs, mobile devices, Windows 10 and Microsoft Office. 	
Skills & Abilities	<ul style="list-style-type: none"> Ability to manage conflicting priorities and achieve deadlines. Ability to work with a wide range of people. Ability to work as part of a proactive team as well as on your own initiative. Ability to stay calm and controlled under pressure. Good organisational skills. Ability to help students in the learning and support process. 	
Personal Qualities & Attributes	<ul style="list-style-type: none"> Ability to respond in a prompt, prioritised and professional manner to Helpdesk requests. A commitment to the values and vision of Maltby Learning Trust. Ability to think creatively. Ability to form and maintain appropriate relationships and personal boundaries with young people. Ability to communicate effectively and concisely both in verbal and written form. 	
Commitment To	<ul style="list-style-type: none"> Work in a flexible manner, e.g. variable start/finish times as necessary to provide continuous, excellent IT support. Commitment to professional development and willingness to attend training courses. Commitment to diversity and equality of opportunity in all working practices. 	

Attendance	<ul style="list-style-type: none">• A good attendance record in current employment, (not including absences due to disability).	
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****The postholder is required to ensure they have the appropriate business insurance to meet the requirements of the post.***