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| **Essential upon appointment** | **Desirable on appointment** |
| **Knowledge**   * Good literacy and numeracy skills * Interest and familiarity with ICT hardware and software applications * Knowledge of Microsoft Office Applications and other software packages | * Awareness of Educational issues * Up to date knowledge of developments within ICT |
| **Experience** | * Appropriate experience of working in a school department relevant to subject area |
| **Occupational Skills**   * Good time management skills and ability to work under pressure and meet deadlines * Ability to work successfully in a team * Self-motivated to complete required duties. * Able to follow process and operating procedure and apply them to new circumstances that may arise * Confidentiality * Good written and verbal communication skills: able to communicate effectively and clearly with a range of staff, pupils and parents. * Willingness to engage in CPD * Ability to exercise initiative * Problem solving skills | * Demonstrable ICT skills and ability to use them as part of the learning process, or, the ability to develop the required level of ICT skills in a reasonable time frame |
| **Qualifications**   * Level 2 Numeracy and Literacy * Willingness to undertake any relevant training |  |
| **Other Requirements**   * Enhanced DBS clearance * To be committed to the school’s policy and ethos. * To be committed to Continual Professional Development. * Ability to form and maintain appropriate relationships and personal boundaries with children and young people. * Ability to work outside of school hours * Able to exercise discretion & judgement * Flexibility * The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post |  |
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