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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
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| **Experience** | * Appropriate experience of working in a school department relevant to subject area

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| **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
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| **Qualifications** * Level 2 Numeracy and Literacy
* Willingness to undertake any relevant training
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| **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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