

ICT TECHNICIAN – PERSON SPECIFICATION

Salary: Grade A2/C2 (PT 2 -13) - £24,413-£29,064 (Actual Salary)
 All Year Round, Hours 8.30am-4.30pm (Mon – Thurs), 8.30am-3.30pm (Fri)

	ESSENTIAL	DESIRABLE
KNOWLEDGE AND EXPERIENCE	<ul style="list-style-type: none"> • Experience of working with IT 	<ul style="list-style-type: none"> • Experience of working in a school or educational environment.
SKILLS/ABILITIES	<ul style="list-style-type: none"> • Ability to work individually, using initiative in a variety of settings • Ability to work as part of an effective team • Good verbal and written communication skills • Excellent time management and organisational skills • Accuracy and attention to details • Accurate record keeping • Ability to meet tight deadlines and remain calm, and work well under pressure • Excellent ability to prioritise tasks and self-manage workload • Understanding of Health and Safety in the workplace 	<ul style="list-style-type: none"> • Experience of working within an educational environment • Experience of remote desktop support • Experience of desktop iOS
QUALIFICATIONS	<ul style="list-style-type: none"> • GCSE, or equivalent, grade A*-C/9-4 in Maths, English and ICT • Commitment to undertake a relevant qualification, (if not already qualified), paid for and arranged by the school 	<ul style="list-style-type: none"> • Level 3 IT Qualification e.g. Level 3 ICT Practitioner
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Optimistic and positive attitude • Discretion when handling sensitive/confidential information; awareness of Data Protection issues • Aptitude for problem solving • Commitment to contributing positively to the team and the school • Commitment to safeguarding and promoting the welfare of children and young people 	

Bartley Green School is committed to safeguarding and promoting the welfare of children and young people and all staff and volunteers must share its commitment. Rehabilitation of offenders: This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Which means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further information about filtering offences can be found in the DBS filtering guide. The successful applicant will require an enhanced disclosure from the Disclosure and Barring Service. An online search will also be carried out as part of due diligence on all short-listed candidates.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role

Bartley Green School positively welcomes applications from everyone and values diversity in our workforce