

KINGSLEIGH PRIMARY SCHOOL
ICT TECHNICIAN/OFFICE ADMINISTRATOR –
PERSON SPECIFICATION



| <u>Qualifications/Training Requirement</u> | <u>Criteria</u> |
|--|------------------------|
| An excellent standard of written and spoken English | Essential |
| ICT related qualification | Desirable |
| Suitable qualification in Maths and English | Essential |
| <u>Achievements & Experience Requirement</u> | <u>Criteria</u> |
| Experience of working within an ICT environment, diagnosing and solving problems (at least 2 years) | Essential |
| Good working knowledge of a range of ICT software, hardware and other resources as well as computer networks | Essential |
| Recent experience of working in a school office | Desirable |
| <u>Skills Requirement</u> | |
| Good analytical and problem solving skills | |
| A commitment to promoting equal opportunities and meeting individual needs | Essential |
| Awareness of confidentiality and safeguarding requirements | Essential |
| Able to manage time effectively | Essential |
| Effective communication, interpersonal and organizational skills | Essential |
| Ability to use ICT/the internet and email to support children’s learning | Essential |
| Can proficiently use office computer software (especially Microsoft) | Essential |
| <u>Qualities & Attitude Requirement</u> | |
| Excited about children’s learning | Essential |
| Ability to work as part of a team | Essential |
| Ability to absorb and understand a wide range of information | Essential |
| Ability to build and form good relationships with colleagues and children | Essential |
| Committed to self-directed learning and develop skills and knowledge through CPD | Essential |
| Efficient and meticulous in organization | Essential |
| Commitment to the school’s ethos, aims and it’s whole community | Essential |