 **Aim High Academy Trust**

**IT TECHNICIAN – PERSON SPECIFICATION**

**Grade: 3 (pt 18-21)**

|  |  |  |
| --- | --- | --- |
|  | **ESSENTIAL** | **METHOD OF ASSESSMENT** |
| Educational Attainment | * Good standard of general education including NVQ level 2 in English and Maths or equivalent AND
* Specific training in computing
* Awareness of health and safety legislation
 | * Application form
* Certificates
 |
| Work Experience | * Experience in a business or learning environment
 | * Application form
* Interview
* References
 |
| Knowledge/Skills | * Effective use of ICT and other specialist equipment/resources
* Excellent attention to detail
* Knowledge and understanding of safeguarding procedures
 | * Interview
* references
 |
| Personal Qualities & Attitude | * Reliable
* High standards of professionalism and confidentiality
* Friendly and helpful attitude towards others
* Ability to relate well to children and adults
* Able to prioritise own workload to meet deadlines
* Able to follow direction and work in collaboration with the Senior Leadership Team
* Able to work flexibly, adopt a ‘hands on approach’ and respond to unplanned situations
* Willingness to seek specialist advice and the awareness of who to contact
* Efficient and meticulous in organisation
* Able to demonstrate initiative, be proactive and offer a solution-oriented approach
 | * Interview
* References
 |
| Other | * Successful applicant must hold a full, current driving licence and own transport as post requires ability to travel between sites as necessary
 | * Application Form
* Licence
 |