 **Aim High Academy Trust**

**IT TECHNICIAN – PERSON SPECIFICATION**

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

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|  | **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 |