**VILLA REALSCHOOL**

**POST OF ICT NETWORK MANAGER**

**CRITERIA AND PERSON SPECIFICATION**

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|  | **Essential** | **Desirable** | **Method of Assessment** |
| **APPLICATION** | * Well structured supporting letter indicating beliefs and understanding of ICT issues in an educational setting * Fully supported in reference |  | Application and reference |
| **QUALIFICATIONS/ EXPERIENCE** | * ICT qualifications and Experience to HNC/ NVQ level 3/4 * 5 GCSEs or equivalent including English Language | * Experience of working in a school environment desirable * HND/ NVQ Level 4/5 | Application, reference and interview |
| **PROFESSIONAL DEVELOPMENT SKILLS** | * Willingness to pursue professional development relevant to the post of ICT Network Manager as from time to time may be agreed with Senior Staff in order to obtain appropriate professional qualifications and keep up to date with the rapid changes taking place in ICT | * Evidence of relevant professional development | Application  Application, reference and interview |
| **SPECIAL KNOWLEDGE** | * Keyboarding skills required for installing hardware and software and updates * Developing web based provision * Developing ICT in school * Testing and repairing faulty ICT equipment * Routine administration including maintaining booking and tracking of ICT portable equipment |  | Application reference and interview |
| **PERSONAL ATTRIBUTES** | * Ability to demonstrate enthusiasm and sensibility whilst working with others * Ability to manage change * Flexibility and adaptability in order to be able to mix and work with a wide range of people |  | Reference and interview |