

PERSON SPECIFICATION: SCHOOL RESOURCE TECHNICIAN
September 2022

CRITERIA	NECESSARY REQUIREMENTS	ESSENTIAL	DESIRABLE
EDUCATION AND QUALIFICATIONS	<ul style="list-style-type: none"> NVQ Level 2 or equivalent in a related subject Evidence of Continuing Professional Development Willingness to undertake training relevant to the role 	✓ ✓	✓
KNOWLEDGE AND EXPERIENCE	<p>Knowledge</p> <ol style="list-style-type: none"> Up-to-date theoretical knowledge of ICT, equipment, hardware and software applications Theoretical knowledge of ICT management techniques and practices Knowledge of Microsoft Office Applications and other software packages Up-to-date knowledge of developments within ICT Good literacy and numeracy skills <p>Experience</p> <ol style="list-style-type: none"> Experience of aspects of ICT technical support provision Experience of working in an ICT-related environment Experience of working within budgets Some network management experience Experience in Information Security 	✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓
SKILLS AND ABILITIES Leadership Skills	<p>The ability to:</p> <ol style="list-style-type: none"> Show good time management skills and be able to work under pressure and meet deadlines Self-motivated to complete required duties Confidentiality Excellent written and verbal communication skills: able to communicate effectively and clearly with a range of staff and students Demonstrable ICT skills and ability to use them in a school setting Ability to work with initiative Able to explain to and train others, as appropriate, to use ICT software and systems Problem-solving and analytical skills Organisational skills 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	
Other Requirements:	<ol style="list-style-type: none"> Enhanced DBS clearance To be committed to the school's policy and ethos. To be committed to your own continued professional learning and development Be able to form and maintain appropriate relationships and personal boundaries with children and young people Ability to work outside of school hours, on occasion and by prior arrangement (e.g. supporting an Open Evening) Able to exercise discretion & judgement 	✓ ✓ ✓ ✓ ✓ ✓	

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	<ul style="list-style-type: none"> 7. Flexibility 8. The ability to converse at ease with customers and provide advice in accurate spoken English 9. Willingness to complete First Aid training, as provided by the school 		
SKILLS AND ABILITIES: Communication Skills	<p>The ability to:</p> <ul style="list-style-type: none"> 1. Listen to and respond to the views of others 2. Communicate effectively to students and staff 3. Consult and negotiate to achieve agreed/shared objectives 4. Contribute to meetings effectively 5. Maintain a sense of perspective and humour 6. Display commitment to a clear strategic vision for the school 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ 	✓
SKILLS AND ABILITIES: Self Management	<p>The ability to:</p> <ul style="list-style-type: none"> 1. Collaborate and network with others within and beyond the school 2. Work consistently to deadlines and effectively under pressure 3. Set and achieve challenging but realistic goals 4. Prioritise and manage one's own time effectively 5. Be an effective user and promoter of ICT 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ 	