**Person Specification**

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| **Please make sure, when completing your application form, you give clear examples**  **of how you meet the essential and desirable criteria.** | | | | |
| **Attributes** | **Essential** | **How Measured** | **Desirable** | **How Measured** |
| **Experience** | Demonstrable experience of the use of a range of ICT equipment and applications | 1,2 | Working knowledge of Arbor | 1,2,3,5 |
| **Skills/Abilities** | Able to give clear and concise guidance to others  Able to keep accurate records  Able to plan own workload and meet tight timescales  Literacy skills to read and understand technical language and instructions | 1,2  1,2  1,2  1,2 | Experience of working in a school. | 1,2 |
| **Equality Issues** | Able to recognise and act upon the more common forms of discrimination. | 1,2 |  |  |
| **Specialist Knowledge** | Demonstrable knowledge of technical aspects of ICT.  Demonstrable knowledge of technical developments in ICT  Some knowledge of internet technology | 1,2  1,2  1,2 |  |  |
| **Education and Training** | Wiling to undertake job related training | 1,2 | Literacy and Numeracy qualification  Technical ICT Qualification | 1,2,4 |
| **Other Requirements** | Ability to work flexible hours when necessary including evenings. | 3,5 |  |  |

**( 1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise )**

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.