**Person Specification**

|  |
| --- |
| **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 othersAble to keep accurate recordsAble to plan own workload and meet tight timescalesLiteracy skills to read and understand technical language and instructions | 1,21,21,21,2 | 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 ICTSome knowledge of internet technology | 1,21,21,2 |  |  |
| **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.