

HEAD OF ICT SERVICES PERSON SPECIFICATION

Essential	Desirable	Evidence
Qualifications and experience:		
<ul style="list-style-type: none"> • Studied to a minimum standard of GCSE (grade A*–C) or equivalent, in English and mathematics. • ICT related qualifications. • Evidence of successfully managing ICT network/s, hardware and software functions in order to support the day-to-day operation of an establishment/company. • Experience of managing change and implementing new systems/procedures/controls. • Experience in the line management of staff. • Experience of training staff in ICT. 	<ul style="list-style-type: none"> • Further or higher education qualifications relevant to the field (ITIL Foundation, CCNA) • Experience of working in a school or similar establishment. 	<ul style="list-style-type: none"> Application form Letter of application References Interviews Certificate/s (to be available at interview)
Knowledge and skills:		
<ul style="list-style-type: none"> • Ability to build and form good relationships with colleagues and students. • Able to lead, develop and motivate a team of staff, delegating duties as required. • Ability to work constructively as part of a team, understanding school roles and responsibilities including own. • Ability to improve own practice / knowledge through self-evaluation and learning opportunities. • Ability to absorb and understand a wide range of information. • Very good analytical and problem solving skills. 	<ul style="list-style-type: none"> • Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation e.g. concerning licences and data protection. • Experience of working with MIS systems. 	<ul style="list-style-type: none"> Application form Letter of application References Interviews

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<ul style="list-style-type: none"> • Good standard of numeracy and literacy skills. • Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals. • Significant working knowledge of a range of ICT software, hardware and other resources. • Thorough understanding of networks, LAN, WAN and Internet topologies, protocols and techniques together with proven technical background in desktop computers and peripherals. • Can proficiently use office computer software including word-processing, spreadsheet, database and internet systems. • Managing and monitoring a budget, and providing required reports. 		
Personal qualities:		
<ul style="list-style-type: none"> • Ability to show initiative and to prioritise one's own work and that of others even when under pressure. • Able to follow direction and work in collaboration with line manager. • Able to work flexibly to meet deadlines and respond to unplanned situations. • Efficient and meticulous in organisation. • Desire to enhance and develop skills and knowledge through CPD. 		<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>

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<ul style="list-style-type: none"> • Ability to reach and bend, and to carry out some heavy lifting/moving of equipment. • Commitment to the highest standards of child protection and safeguarding. • Recognition of the importance of personal responsibility for health and safety. • Commitment to the Trust and School's ethos, aims and its whole community. 		