



Aston Fields Middle School

ICT Technician

Person Specification

Aston Fields Middle School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential	Desirable
Qualifications and training	- Evidence of training and / or qualifications which reflect a breadth of knowledge and understanding of ICT - GCSE Maths and English at grade C or above	
Experience / knowledge	- Experience of working in an ICT environment - Ability to cope with periods of pressure, work flexibly and proactively - Accept the need for continuing development and training - An interest in education and working within an educational environment	
Skills and Abilities	- ICT skills and willingness to train on specific school-based ICT systems - Knowledge of email and Office applications e.g. Google Docs, Word, Excel - Able to work within agreed parameters and understand and follow instructions; the ability to consider others point of view and accept compromise solutions - Excellent communication & interpersonal skills - Able to quickly establish positive working relationships with a wide range of people from within and outside the school - Able to maintain complete confidentiality and discretion at all times, combined with a calm personality and sound judgement - Excellent Numeracy and Literacy skills	
Additional Factors	- The English fluency duty applies to this post. The postholder must have the ability to support pupils and staff and communicate with parents/carers through fluent and accurately spoken English - Flexibility and the ability to work as part of a team - Enthusiasm, energy and commitment - A commitment to safeguarding & promoting the welfare of children and young people - A willingness to undertake additional training, keep up to date with developments and changes in good practice - Awareness and adherence to relevant health & safety regulations and a commitment to equality of opportunity - An excellent attendance and punctuality record - DBS Check	