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|  | **Essential** | **Desirable** | **Method of Assessment** |
| **Qualification** | | | |
| GCSE or equivalent Level 2 in English & Maths | ✓ |  | Application Form |
| Relevant Professional Qualification or NVQ |  | ✓ | Application Form |
| Evidence of continuous professional development | ✓ |  | Application Form |
| Approved First Aid Qualification |  | ✓ | Application Form |
| Relevant Training /Experience in ICT equipment and packages | ✓ |  | Application Form, at interview and reference/ Task |
| **Relevant Experience** | | | |
| Good working knowledge of network operations | ✓ |  | Application Form, at interview and reference/ Task |
| Evidence of working in the education sector |  | ✓ | Application Form, at interview and reference |
| Ability to install and maintain ICT hardware and software | ✓ |  | Application Form, at interview and reference |
| Ability to maintain a clean and safe working environment for staff and students | ✓ |  | Application Form, at interview and reference |
| Understand and support the School’s Child Protection Policy | ✓ |  | Application Form, at interview and reference |
| Awareness and promotion of the School’s equality protocols |  | ✓ | Application Form, at interview and reference |
| Understand procedures relating to Confidentiality | ✓ |  | Application Form, at interview and reference |
| **Personal and Professional Skills and Attributes.** | | | |
| Ability to be an active, contributing member of a team and to relate well with students | ✓ |  | Application Form, at interview and reference |
| Highly motivated and enthusiastic | ✓ |  | Application Form, at interview and reference |
| Good communication skills | ✓ |  | Application Form, at interview and reference |
| High professional standards | ✓ |  | Application Form, at interview and reference |
| Confident user of ICT | ✓ |  | Application Form, at interview and reference |
| Good organisational skills. Sound time management, planning and ability to meet deadlines. . | ✓ |  | Application Form, at interview and reference |
| Ability to work effectively as part of a team. | ✓ |  | Application Form, at interview and reference |
| Loyalty, reliability and integrity; a sense of humour and an optimistic outlook | ✓ |  | Application Form, at interview and reference |
| Ability to play a leading role in the further development of the Academy | ✓ |  | Application Form, at interview and reference |
| Willingness to offer a positive commitment to the life of the school. | ✓ |  | Application Form, at interview and reference |
| Open-minded, self-evaluate and adaptable to changing circumstances and new ideas | ✓ |  | Application Form, at interview and reference |
| Ability to establish rapport and respectful and trusting relationships with children and other adults. | ✓ |  | Application Form, at interview and reference |
| A commitment to high academic standards | ✓ |  | Application Form, at interview and reference |
| Possess personal integrity, warmth and a willingness to grow and learn | ✓ |  | Application Form, at interview and reference |
| Keep abreast of new developments in software and hardware | ✓ |  | Application Form, at interview and reference |
| Ability to work flexibly and undertake duties which may not be part of the daily routine such as a Reception cover | ✓ |  | Application Form, at interview and reference |
| Understanding the requirements of Health & Safety legislation and regulations | ✓ |  | Application Form, at interview and reference |

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|  | **Essential** |
| Written reference(s) only | ✓ |
| Confirmation of professional and personal knowledge, skills and abilities. | ✓ |
| Good health & Attendance record | ✓ |
| Positive recommendation from current employer. | ✓ |

Requirement form confidential reference: