Deputy Head of ICT
Person Specification

Factors	Essential	Desirable
Qualifications / skills / knowledge and / or ability:		
▪ Good general education up to at least GCSE or equivalent	▪	
▪ Educated to GCE A-Level or equivalent		▪
▪ School environment experience		▪
▪ Have experience of learners with ASD or special school setting		▪
▪ Knowledge of Windows (XP/Vista/7/8/8.1/10), email and office applications (e.g. Word, Excel, PowerPoint etc)	▪	
▪ Knowledge of Mac OS and iOS devices	▪	
▪ Knowledge of the Adobe suite including Premier and Photoshop as well as other editing software	▪	
▪ Knowledge of back-up systems and audio/visual support	▪	
▪ Knowledge of and ability to maintain and repair: Windows Server 2019, Microsoft Exchange, CISCO switches and RJ45 cabling.	▪	
▪ Good general knowledge of IT concepts and practice, current technologies and trends e.g. VLE	▪	
▪ Good organisational, communication and listening skills	▪	
▪ Have the ability to work both on own initiative and as a member of a small team	▪	
▪ Organising and prioritising work in order to meet tight deadlines	▪	
▪ Good oral and written communication	▪	
▪ Confident, self motivated and able to demonstrate practical knowledge and problem solving strategies	▪	
▪ Good interpersonal and negotiation skills	▪	
▪ Attention to detail	▪	
▪ Maintain a positive and flexible attitude	▪	
▪ Good health appropriate to the nature of the job. A level of physical resilience is required in order to navigate the 23 acre site and enable movement and relocation of heavy ICT equipment.	▪	
▪ Good knowledge of TCP/IP configuration and troubleshooting	▪	
Personal qualities:		
▪ Empathy with the needs of all students and employees with due sensitivity to the different levels of expertise in the school	▪	
▪ Be aware of health & safety issues relating to ICT	▪	
▪ Enthusiastic, positive, conscientious, flexible	▪	
▪ Team player	▪	
▪ Good communicator with parents and other external agencies	▪	
▪ Have a commitment to continuous professional development and desire to keep abreast of new developments in hardware and software	▪	
▪ Organised and able to work under pressure	▪	
▪ Fully committed to equal opportunity for all	▪	

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