Wellington School

ICT Technician
Person Specification

Essential	Desirable
Qualifications	
- GCSE English / Maths - Educated to 'A' Level / equivalent standard	Professional IT qualification
Experience	
- Extensive experience of using a variety of IT systems within a working environment - Previous data management experience - Familiar with Data protection and security policies - Experience of supporting desktop and file server systems	- Previous experience of working in school environment - Previous experience in Symantec Ghost / BartPE
Skills and Abilities	
- Ability to use video editing software - Ability to work within statutory regulations, policies and procedures - Attention to detail and an analytical approach - Ability to work under pressure and meet strict deadlines - Excellent organisation skills, eg., prioritising and managing own time effectively - Excellent computer skills, quick and accurate data input skills - Highly motivated team player - Excellent communication skills - Able to work on own initiative, with minimal supervision and guidance	
Personal Qualities	
- Willing to undertake training and develop professionally - Ability to organise and prioritise a heavy workload at busy times during the school year - A calm approachable manner, able to deal with problems in a professional and friendly manner, displaying tact and diplomacy as required - A good sense of humour	