

BRACKNELL FOREST BOROUGH COUNCIL

PERSON SPECIFICATION

JOB TITLE: ICT ASSISTANT	SECTION:
DEPARTMENT: EDUCATION	POST NUMBER:

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications And Training	<p>Good general education</p> <p>Good literacy and numeracy</p> <p>Good keyboard skills</p> <p>Knowledge and experience of network support</p> <p>May hold Computer qualification NVQ 3 or equivalent.</p>	
Competence Summary (Knowledge, abilities, skills, experience)	<p>Knowledge and experience of computer networks and a range of software applications, including systems administration.</p> <p>Able to use specialist equipment effectively.</p> <p>Able to set up, move, maintain relevant ICT equipment.</p> <p>Able to follow maintenance and back up procedures.</p> <p>Ability to solve problems</p> <p>Ability to work within agreed parameters and understand and follow instructions.</p> <p>Able plan and prioritise own workload and manage conflicting demands</p> <p>Ability to provide support, explain procedures and processes to pupils and staff.</p> <p>Ability to work constructively as part of a team.</p>	Knowledge and experience of SIMS
Work-related Personal	Able to relate to and communicate well with pupils and adults.	

Requirements	Committed to equality of opportunity	
Other Work Requirements	Ability to identify own development needs, seek solutions to address these and participate in training and development activities.	