

# BRACKNELL FOREST BOROUGH COUNCIL

## PERSON SPECIFICATION

|                               |                     |
|-------------------------------|---------------------|
| <b>JOB TITLE: ICT MANAGER</b> | <b>SECTION:</b>     |
| <b>DEPARTMENT: EDUCATION</b>  | <b>POST NUMBER:</b> |

| <b>KEY CRITERIA</b>   | <b>ESSENTIAL</b>   | <b>DESIRABLE</b>                                 |
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| <b>Qualifications And Training</b>                                      | <p>Likely to possess considerable experience in network management</p> <p>Likely to hold recognised computer or network management qualification, at NVQ 3 or 4 or equivalent experience.</p> <p>Good literacy and numeracy.</p>   | Experience of working in a learning environment. |
| <b>Competence Summary</b><br>(Knowledge, abilities, skills, experience) | <p>Experience of installing and configuring computer hardware and software and managing projects.</p> <p>Experience of designing, configuring and managing networks.</p> <p>Experience of procurement and budget management.</p> <p>Understanding of client/server architecture.</p> <p>In-depth knowledge of computer systems/networks and a range of software applications.</p> <p>Understanding of health, safety and welfare regulations and best practice affecting ICT.</p> <p>Understanding of Data protection requirements.</p> <p>Able to communicate and explain computer systems and procedures to adults and pupils.</p> <p>Able to lead, organise, manage, deploy and motivate a team and demonstrate supervisory skills.</p> | Experience in the use of SIMS.                   |

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|   | <p>Able to solve problems and design solutions and demonstrate ICT support skills.</p> <p>Able to work constructively as part of the wider school team.</p> <p>Able to plan and prioritise own work programmes and those of others, work to deadlines and manage conflicting priorities.</p> <p>Able to undertake administrative management tasks.</p> |  |
| <b>Work-related Personal Requirements</b> | <p>Able to keep accurate records and work within agreed frameworks.</p> <p>Committed to equality of opportunity.</p> <p>Exhibit excellent customer care skills.</p> <p>Able to respond to speedy changes in technology and learn and apply new solutions.</p> <p>Able to coach and mentor others.</p>  |  |
| <b>Other Work Requirements</b>            | <p>Able to identify own training and development needs and those of others and participate in activities to address them.</p> <p>Able to manage continuous professional development and staff appraisal and share knowledge with other staff and support and encourage their development.</p>  |  |