

## PERSON SPECIFICATION

### CO-ICT MANAGER

Essential:	Desirable:
<b>QUALIFICATIONS</b> <ul style="list-style-type: none"> <li>• 5 GCSEs - including Maths and English Grade C or above</li> <li>• ICT Training Certification</li> <li>• Evidence of continuous professional development and training</li> </ul>	
<b>KNOWLEDGE &amp; EXPERIENCE</b> <ul style="list-style-type: none"> <li>• Technically experience with a proven ICT record</li> <li>• Strong knowledge of Office 365</li> <li>• Strong knowledge of Active Directory and Network Policies</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school environment</li> <li>• A knowledge of network infrastructure</li> <li>• Experience of successful line management</li> </ul>
<b>ABILITIES, SKILLS &amp; KNOWLEDGE</b> <ul style="list-style-type: none"> <li>• Strong written/verbal communication</li> <li>• To be able to seamlessly move around academies in the MAT supporting ICT where needed</li> <li>• ICT literate with a working ability to use key IT software to present work to a high standard</li> <li>• Ability to maintain strict confidentiality in all matters and command confidence and credibility</li> <li>• Strong research skills</li> <li>• A customer service focus and the ability to communicate with customers and people from all backgrounds and levels</li> </ul>	
<b>PERSONAL QUALITIES</b> <ul style="list-style-type: none"> <li>• An enthusiasm for the job</li> <li>• Commitment, energy, creativity and imagination. A capacity for hard work</li> <li>• A strong commitment to both Trust values and ethos, plus own professional conduct and ethics</li> <li>• Commitment to support the Trust's agenda for safeguarding and equality and diversity</li> <li>• A team player including flexibility and willingness to assist with the development of the Trust</li> </ul>	