# KING EDWARD VI HANDSWORTH SCHOOL FOR GIRLS

## PERSON SPECIFICATION – ICT Technician

### Skills and Abilities

- Installation and configuration of internal devices such as hard disks, memory, network cards and CD-ROM drives
- Keep abreast of new developments in software and hardware
- Have the ability to convert challenges into successes
- Have an understanding of when to consult, make decisions and defer to others
- Have the ability to communicate effectively to a range of different people
- Will plan, organise, priorities and manage their own time effectively
- Have a pride in their work and service to others
- Enjoys working with other adults and children
- Have an enthusiastic passion for seeing children achieve and develop as young people
- Be willing to work flexible hours if necessary
- Working knowledge of Windows operating systems
- Working knowledge of Microsoft Office suite such as Word, Excel, PowerPoint and Access
- Installation and configuration of software
- Knowledge of ICT technologies both hardware and software
- Ability to both work as part of a team and independently using own initiative
- Have good fault finding skills and is an excellent problem-solver
- Have high quality inter-personal skills

### Training

- Undertaking the necessary training associated with the post