

ROCHDALE BOROUGH COUNCIL
PERSON SPECIFICATION

ICT Manager

Grade 7 (SCP) 25-29

Note to Applicants

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

- The *Essential* Criteria are for the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.
- The *Desirable* Criteria are used to help decide between candidates who meet **ALL** the Essential Criteria.
- The *How Identified* column shows how the Council will obtain the necessary information about you.
- If the How Identified column says the Application Form next to an Essential Criteria or a Desirable Criteria, you **MUST** include in your application enough information to show how you meet this criteria. You should include examples from your paid or voluntary work.

ATTRIBUTES	ESSENTIAL	HOW IDENTIFIED	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS AND EXPERIENCE	• To possess GCSE English and Mathematics at Grade A*- C, or GCSE Level 4 - 9, or a Level 2 qualification in Literacy and Numeracy. • To possess a Level 4 qualification in an ICT discipline. • Experience of using ICT applications i.e. Microsoft Word, Excel, Access, E-mail and the Internet. • Experience of working with customers face to face and/or on the telephone. • Experience of dealing with ICT issues as they arise and solving problems for ICT users. • Experience of supervising and motivating staff. • To possess or be willing to undertake appointed person certificate in first aid administration. • Experience of setting up and configuring computers and experience of network development.	Application Form/ Checking of Certificates	• Working with children in a paid or voluntary capacity. • Electronic A+ Computer Maintenance certificate or equivalent qualification in computer maintenance.	Application Form/Checking of Certificates

QUALIFICATIONS AND EXPERIENCE	• Experience of PC repairs and maintenance. • Experience of setting up and maintaining network servers. • Experience of ensuring PC security including using anti-virus software. • Experience of resolving difficulties in Information Systems i.e. School Information Management Systems.			
SKILLS AND KNOWLEDGE	• Excellent use and knowledge of ICT packages i.e. Microsoft Word, Excel, Access, Powerpoint, E-mail and the Internet. • Ability to manage a large budget. • The ability to build and maintain effective working relationships with pupils and colleagues. • The ability to follow instructions and to work in a team environment. • Ability to continually develop and extend own working practices. • Ability to communicate well through various channels i.e. face to face, telephone, e-mail, letter to people at different levels throughout the school.	Application Form/Interview		Application form and interview
SPECIAL WORKING CONDITIONS	• Ability to attend occasional meetings outside of school hours. • Willingness to attend relevant ICT and Health & Safety training as required. • The ability to converse at ease with customers and service users and provide advice in accurate spoken English.	Application Form		