The Market Weighton School

**PERSON SPECIFICATION**

**POST: APPRENTICE ICT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **JOB REQUIREMENTS** | **Essential** | **Desirable** | **\* How assessed** |
| **Qualifications and experience** | GCSE/CSE in English and Maths |  |  | A & I |
| Is committed to working towards (and does not already hold) the Level 3 Apprenticeship in ICT |  |  | A & I |
| GCSE Grade 4 or above in ICT or a Level 2 ICT qualification |  |  | A & I |
| Demonstrate a good working knowledge of computer software packages including Microsoft Word, Excel and Outlook |  |  | A, T & I |
| First Aid certificate |  |  | A |
| **Personal and interpersonal** | Willingness to undertake training as required |  |  | A & I |
| Ability to work to deadlines and a willingness to respond positively to all aspects of work |  |  | A & I |
| Effective team worker |  |  | A R & I |
| Ability to be an effective timekeeper and able to manage and organise their own time |  |  | A R & I |
| Good oral and written communication skills |  |  | A R & I |
| Ability to use initiative – problem solving |  |  | A R & I |
| Demonstrable attention to detail |  |  | A & T |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Helpful and positive attitude within a busy working environment |  |  | I |
| Ensure image is respectable and professional at all times |  |  | I |
| Excellent telephone manner |  |  | A & R |
| Excellent Keyboard skills |  |  | A R & T |
| Ability to work independently and achieve the administration tasks of the team whilst frequently interrupted in a busy work environment |  |  | A R & I |
| Ability to maintain a calm approach and work effectively under pressure |  |  | A R & I |
| **Staff Development** | Flexible to working patterns |  |  | I |
| A commitment to the responsibility of safeguarding and promoting the welfare of young people |  |  | I |
| **Child Protection** | Enhanced DSB disclosure *(to be completed by preferred candidate following interview)* |  |  |  |
| Willingness to undertake Child Protection and Recognition of Abuse training when required |  |  | I |

\* A = By Application, R = By References, I = Assessed at Interview, T = Skills Test