



PERSON SPECIFICATION

General heading	Detail	Specific examples
Qualifications & Experience	Specific qualifications & experience	Experience of Networking and IT Systems Experience in use of RMCC4
	Literacy	Ability to read and write reports/letters
	Numeracy	Good numeracy skills
	Technology	Excellent working knowledge of ICT and their application
	Written	Ability to write detailed reports Letters etc
Communication	Verbal	Listening Skills Able to use clear language to communicate information
	Languages	Seeks to overcome communication barriers with children and adults
	Negotiating	Ability to consult effectively with children and adults
	Behaviour Management	Understanding and implementation of school behaviour management policy
Working with children	SEN	Understand and support the differences in children and adults in relation to ICT
	Curriculum/School organisation	Good understanding of the school curriculum and the importance of ICT
	Child Development	Understanding of how ICT contributes to child development
	Health & Well being	Understand and promote the value of emotional and physical wellbeing in adults and children Take responsibility for own wellbeing
	Working with partners	Able to establish and maintain effective relationships
Working with others	Relationships	Ability to establish rapport and respectful and trusting relationships with children and adults using appropriate communication styles
	Team work	Work effectively as part of a team

	Information	Able to contribute to effective systems to share and safeguard information
	Organisational skills	Ability to be proactive and initiate action
Responsibilities	Line Management	N/A
	Time Management	Ability to plan and manage own time effectively
	Creativity	Ability to resolve problems independently
	Equalities	Demonstrate commitment to treating all people fairly
General	Health & Safety	Excellent knowledge of Health and Safety legislation
	Child Protection	Understand and comply with children protection procedures
	Confidentiality/Data Protection	Understand and comply with procedures and legislation relating to confidentiality
	CPD	