

Person Specification	
This school has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.	

Post Title	Digital Champion (ICT Technician & Curriculum Support)	Post No	
School	Fordbridge Community Primary School		
Salary Band/Range	Band C		
Responsible to:	Senior Assistant Headteacher / Computing Subject Leader		

	Essential Criteria	Desirable Criteria	Measured By: A: Application I: Interview T: Task
Education & Qualifications	We require someone who is educated to GCSE standard English and Maths grade 4 (or above), or Functional Skills Level 2 in English and Maths. Level 2 in ICT (or equivalent).	GCSE Maths and English grades A-C	Application and Certificates

Skills & Abilities	Ability to communicate clearly and confidently with people at all levels	Experience of working in a team environment	A, I
	Able to work with minimum supervision, using own initiative		A, I
	Ability to record written and numerical information accurately and reliably		T
	Ability to work under pressure and prioritise workloads		A, I
	Ability to assist with the production of reports and word processing documents	IT application experience	T
	Ability to be organised		A, I
	Able to handle confidential and sensitive information appropriately		A, I

Experience & Knowledge	Good knowledge and interest in IT	<ul style="list-style-type: none"> • Experience of working in a customer focussed office environment • Experience of paying particular attention to detail • Experience of working in a school environment 	A, I
	An awareness of equal opportunities issues		A, I
	Experience of Microsoft Office (Word, Excel)		A, I
	Clear understanding of health and safety within schools		A, I

Core Behaviours	Excellence – with enthusiasm, you work to deliver a high quality service to meet customer, organisational and personal expectations. You adopt a ‘can do’ attitude in all of the work you deliver, ensuring it meets the needs of current and potential customers.	I
	Simplicity – you actively seek ways to prevent over-complication or confusion, by adopting the most simplified approach to work. You communicate clearly and concisely, ensuring that the message is understood by all.	I
	Trust and Respect – you are aware of your impact on others including confidentiality. You value openness and listen carefully to understand the views of others. You promote the values of diversity and actively work to minimise any harm caused to others in order to foster an environment of mutual trust and respect.	I
	Working Together – you work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or the communities we serve.	I
	Responsibility – you take ownership for your work and you use your initiative to deliver. You are accountable for your own performance and development and you take responsibility for your actions and decisions.	I

Other Requirements (specific to role).	<ul style="list-style-type: none"> • Tactful and courteous • Open, willing and flexible manner • Customer focussed attitude • Willingness to learn • Excellent attendance and timekeeping • Organised and resilient • Works independently and takes responsibility, maintains productive and professional working environment with secure working practices • Has a passion for new and emerging technologies to improve learning • Has a passion for supporting the enegemnet and progress of pupils • Uses their own initiative when implementing digital technologies and when finding solutions • Is resilient and positive mental attitude when dealing with difficult situations 	A, I References
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	<ul style="list-style-type: none"> • Maintains thorough and organised approach to work when working with digital technologies and prioritising as appropriate 	
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Compiled/Reviewed by	Harriett Simcox
Date	February 2025