

## Person Specification

ICT Apprentice

### Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

- Awareness of job role in I.T. environment
- Good ICT and keyboard skills including the use of Microsoft applications
- Good written and verbal communication skills
- GCSE Grade C or above in Maths & English (or equivalent)
- Able to interpret and follow written and oral instructions
- Ability to plan and prioritise allocated tasks within prescribed timescales
- Able to work as part of a team and on own initiative where appropriate
- Basic Health & Safety awareness
- Commitment to continuous professional development
- Understanding of the councils equalities policy

Desirable

•	GCSE grade 'C' or above in 3 subjects other than Maths & English
•	Recognised ICT qualification

### Part B

The following criteria will be further explored at the interview stage:

All points in essential above

### Additional Requirements

- Two references from current and previous employers (or education establishment if applicant not in employment)
- Flexibility with regard to work location, hours of work and type of job assignments
- DBS clearance (If required to work in schools)
- Personal Bank Account