

**Leechpool Primary School  
Personal Specification  
Apprentice IT Technician**



	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good academic record <b>including</b> Maths and English GCSE grade C / 4 (or equivalent) or better</li> <li>• Willing to undertake first aid training</li> </ul>	<ul style="list-style-type: none"> <li>• Grade A/B or 6-9 in both English and Maths GCSE or equivalent.</li> <li>• Good Higher Education or Further Education qualifications</li> <li>• First Aid qualifications</li> </ul>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• To work independently, with initiative</li> <li>• To set priorities and manage time effectively</li> <li>• To relate well to staff and pupils in a friendly and positive manner</li> <li>• To carry out several ongoing tasks simultaneously</li> </ul>	<ul style="list-style-type: none"> <li>• Project management skills</li> <li>• To be able to work to a tight deadline</li> <li>• Professional behaviours to a high standard to be shown at all times</li> <li>• Multi-task and prioritisation to ensure that all tasks are completed to a high standard</li> </ul>
<b>Personal</b>	<ul style="list-style-type: none"> <li>• Friendly and approachable</li> <li>• Helpful and enthusiastic</li> <li>• Hardworking, flexible, and motivated</li> <li>• Team player</li> <li>• Excellent interpersonal skills</li> <li>• Excellent problem-solving skills</li> <li>• Good verbal and written communication skills</li> <li>• Able to take initiative</li> <li>• Able to work in a busy environment and prioritise work effectively</li> <li>• Confidentiality and sensitivity</li> <li>• Ability to relate well to children and adults</li> <li>• Dedicated to safeguarding and promoting the welfare of children</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Commitment and ability to undertake professional development</li> <li>• A good understanding of how a school works</li> </ul>	