



WESTMINSTER SCHOOL

I.T. Gap Assistant – person specification

	Criteria	Essential	Desirable
Qualifications/Professional Development	Formal education to at least A Level (or equivalent)	Yes	
	GCSE (or equivalent) in Computer Science or I.T.		Yes
Knowledge/Experience	Experience of working in a school environment		Yes
	Experience of Microsoft Office suite and Office 365	Yes	
	Experience of computer networks		Yes
	Awareness of safeguarding	Yes	
Skills and abilities	Excellent administrative skills, including excellent written and verbal English	Yes	
	Enthusiasm for IT and willingness to learn	Yes	
	Excellent communication skills	Yes	
	Ability to prioritise	Yes	
	Diagnostic and problem-solving skills	Yes	
	Possess a positive and helpful attitude	Yes	
	Able to work autonomously and as a team member	Yes	
	Be proactive with their work	Yes	
Possess the confidence to work with pupils and staff at all levels	Yes		