

THE BRUNSTON AND LYDBROOK PRACTICE

ICT ASSISTANT

PERSON SPECIFICATION

Category	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none">• Good standard of general education• Five GCSE's A*-C (9-4) including Maths and English.• Demonstrate a commitment to ongoing training	<ul style="list-style-type: none">• ICT Qualification• AAT• Driving Licence
Experience	<ul style="list-style-type: none">• Previous experience in an office environment• Experience with working with the public	<ul style="list-style-type: none">• Experience with resolving ICT issues• Experience working in an administrative role in the NHS• Experience in using a variety of computerised systems
Knowledge & Skills	<ul style="list-style-type: none">• Excellent numeracy and literacy skills• Proficient in Microsoft Office• Excellent customer service skills• Excellent communication skills• Ability to remain calm under pressure• Ability to prioritise workload	<ul style="list-style-type: none">• Knowledge of website maintenance• Knowledge of maintaining computerised systems• User administration
Personal Attributes	<ul style="list-style-type: none">• Approachable with a pleasant personality and able to communicate	

	<p>with the public</p> <ul style="list-style-type: none">• Flexible approach to work• Commitment to working in a team• Able to work unsupervised• Methodical approach to work	
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