



JOB TITLE	Education Technology Specialist	
DEPARTMENT/SECTION	Human Resources	
SAFEGUARDING:		
<i>Forest School is committed to safeguarding and promoting the welfare of children.</i>		
The postholder will be required to;		
<ul style="list-style-type: none"> • Complete an Enhanced Disclosure and Barring Check (DBS). • Complete Child Protection Training. • Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact. 		
CRITERIA		
	ESSENTIAL	DESIRABLE
QUALIFICATIONS		
Bachelor's Degree in Information Technology, or related field		√
Adult education, or other training/education qualification.		√
Certification in the Microsoft Suite of Applications.		√
Certification in educational technology tools (e.g., Canva, CenturyTech, Uplearn, Edpuzzle)		√
EXPERIENCE		
Supporting and using educational technology tools and platforms, specifically Office 365 including Teams, Sharepoint, Copilot and other Office365 apps.	√	
Education or training, preferably of adults.	√	
Training staff in the use of applications and end-user equipment, online or in-person.	√	
Experience in developing effective training courses and materials for interactive online learning and for in-person training.	√	
Close technical collaboration with IT teams in Microsoft Windows and MS365 administration, networking and end-user devices.	√	
Previous experience in a similar role, such as an application support analyst.		√
PERSONAL COMPETENCIES & QUALITIES		
Technical proficiency in use of Microsoft devices, mobile devices, interactive display boards and peripherals.	√	
Ability to support integration and user administration of Edtech applications with MS Active Directory and other applications.	√	
Ability to assist pupils using own devices, which may include Apple and Android devices, to access school applications.	√	
Strong communication, listening, and customer service skills.	√	
Ability to explain complex technical concepts in an accessible manner.	√	

Forest School is committed to safeguarding and promoting the welfare of children. Appointment to this position requires an enhanced DBS disclosure.

Strong organisational and project management skills.	√	
Ability to manage, troubleshoot and resolve technical issues effectively.	√	
Ability to learn new technologies and adapt to changing environments.	√	
Collaborative mindset to work effectively with various departments and teams.	√	
Future-focus to anticipate and prepare for changes in the Microsoft and EdTech environments.	√	
Personal interest in EdTech, IT and Education sector developments.	√	
Experience in administration and support of any of the following technologies and applications: Microsoft for Education (e.g. Class Notebook, Class Teams, Canva, CenturyTech, Uplearn, Edpuzzle)		√

Forest School is committed to safeguarding and promoting the welfare of children. Appointment to this position requires an enhanced DBS disclosure.