**PERSON SPECIFICATION POST TITLE: IT Technician**

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| **Essential Criteria** | **How Identified** |
| **SKILLS**   * Familiarity with Windows 7/10 and Office 2010/2016 * Repair and maintenance of IT equipment * Ability to communicate orally or in writing with colleagues and pupils * Meet deadlines and targets; support colleagues in meeting their targets   **QUALIFICATIONS/TRAINING**   * Willingness to participate in development and training opportunities | Application Form and Selection Process  Application Form and Test (changing windows & basic part replacement)  Application Form and Selection Process  Application Form and Selection Process |
| **Desirable Criteria** | **How Identified** |
| **QUALIFICATIONS/TRAINING**   * To hold the European Computer Driving Licence (ECDL) or equivalent IT Qualification * To have a good working knowledge of PowerPoint, Publisher software and be able to create Mail Merge documents * Familiarity with any or all of Adobe, Dreamweaver, etc * To hold the required qualification for Portable Appliance Testing (PAT) or have the ability to train for PAT testing. * Basic HTML Coding | Application Form  Application Form and Selection Process  Application Form and Selection Process  Application Form and Selection Process  Application Form and Selection Process |