**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 ProcessApplication Form and Test (changing windows & basic part replacement)Application Form and Selection ProcessApplication 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 ProcessApplication Form and Selection Process Application Form and Selection ProcessApplication Form and Selection Process |