Icknield Community College
Person Specification

Attributes	Essential	Desirable
Qualifications	• 5 GCSEs (A*-C) or equivalent, including English and Maths	• A level qualifications • IT qualification
Experience	• Familiar with modern technology and IT equipment	• Experience in any customer service environment • Experience in maintenance of IT/Media equipment
Knowledge and Skills	• High level of IT competence • Good troubleshooting skills • Knowledge of Windows 7/10 and Office 2013/2016 software • Knowledge of typical hardware • Committed to working in a safe environment • Knowledge of ios and android mobile devices	• Interest in networking and/or Active Directory • Knowledge of Content management systems, used in administering websites • Interest in Computer Science
Personal Qualities	• Good attendance record (reference from School or previous employer) • Good record of punctuality • Willingness to see projects through • Ability to communicate with staff and students at all levels • Ability to work as part of a team • Flexibility • Ability to work to deadlines • Keen to further own skills	• Ability to prioritise workload • Ability to work independently

The post holder is likely to be required to work, on occasions, during the evening for school functions (such as the annual Open Evenings) for which time will be given back in lieu.