

# JOHN HENRY NEWMAN CATHOLIC COLLEGE

## PERSON SPECIFICATION

### POST TITLE:

IT and Media Technician

### SALARY GRADE:

Band C

37 hours term time  
plus 4 weeks

**RESPONSIBLE  
TO:**

Head of Digital  
Communications & IT

**SALARY RANGE**  
**SCP:13-23**

£17,391-£21,693  
(actual salary approx  
£16,300pa)

**RESPONSIBLE  
FOR:**

n/a

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
EDUCATION AND QUALIFICATIONS	<ul style="list-style-type: none"> <li>Relevant ICT skills required for the post</li> <li>Educated to a GCSE Level C Grade in English and Maths and ICT</li> </ul>	<ul style="list-style-type: none"> <li>MacOS and iOS</li> </ul>	Application form
SKILLS AND ABILITIES	<p>Ability to use and maintain a range of IT equipment including Apple Macs</p> <p>Ability to operate theatre equipment including lighting, sound and audio visual.</p>		Interview/Test
KNOWLEDGE AND EXPERIENCE	<ul style="list-style-type: none"> <li>To work individually and as part of an effective team.</li> <li>To be motivated,</li> </ul>	<ul style="list-style-type: none"> <li>Experience of maintaining MacOS and iOS environments</li> <li>Experience of</li> </ul>	Application form/interview

	<p>proactive and use initiative.</p> <ul style="list-style-type: none"> <li>• To be able to work to tight deadlines and under pressure.</li> <li>• Excellent level of communication both verbal and in writing</li> <li>• Strong empathy with students and staff with a friendly and positive manner at all times.</li> <li>• Excellent ICT skills and a willingness to extend skills.</li> <li>• Flexibility and adaptable to change.</li> <li>• Initiative, maturity and efficiency.</li> </ul>	<p>working in a school environment</p>	
OTHER REQUIREMENTS	<ul style="list-style-type: none"> <li>• Excellent literacy and numeracy skills.</li> <li>• Optimistic, outgoing, positive "can do" personality including suggesting solutions, participating and encouraging others.</li> <li>• Willingness to deliver success whatever the difficulty.</li> <li>• Commitment to</li> </ul>		<p>Application form/interview</p>

	<p>the highest standards.</p> <ul style="list-style-type: none"> <li>• High level of motivation and versatility.</li> <li>• Open, honest and an active listener.</li> </ul>		
COMPILED BY:		Rachel Prince	Date: 7 May 2018