**PERSON SPECIFICATION**

CHRIST THE KING CATHOLIC VOLUNTARY ACADEMY

POST: IT Technician June 2017

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| CATEGORY/ITEM | **ESSENTIAL** | **DESIRABLE** | EVIDENCE |
| **Experience** |  |  |  |
| * Advising and assisting IT users/customers
* Working in an IT support environment
* Hardware and software installations and maintenance
* Using a wide range of ICT/AV equipment and software
* Experience of using web design
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| **Education and Training** |  |  |  |
| * Good standard to minimum GCSE Grade C or equivalent in English and Maths.
* Educated to A level standard
* IT Qualification Level 2 or equivalent or above
* Industry recognised IT qualifications
* Willingness to undertake training to keep up to date with ICT developments
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| **Knowledge/Skills/Aptitudes*** Ability to install, configure and maintain hardware and software
* Knowledge of network trouble shooting
* Excellent knowledge of Microsoft Windows and Office
* Excellent customer service skills
* Accuracy and attention to detail
* Teamwork
* Well organised and professional
* Willing to travel between different academy sites if required.
* Strong communicator with excellent interpersonal skills.
* Can do attitude and ability to prioritise tasks.
* Knowledge of server systems, administration and back up
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| **Specific requirements** |  |  |  |
| Confidentiality awareness |  |  | ARI |
| **Suitability to work with children** |  |  |  |
| Enhanced DBS |  |  | ARI |

A - Application Form I - Interview

 R –References