**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 | ✓  ✓  ✓  ✓ | ✓ | ARI  ARI  ARI  ARI  ARI |
| **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 | ✓  ✓  ✓ | ✓  ✓ | ARI  ARI  ARI  ARI  ARI |
|  |  |  |  |
| **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 | ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓ |  | ARI  ARI  ARI  ARI  ARI  ARI  ARI  ARI  ARI  ARI  ARI |
|  |  |  |  |
| **Specific requirements** |  |  |  |
| Confidentiality awareness |  |  | ARI |
| **Suitability to work with children** |  |  |  |
| Enhanced DBS |  |  | ARI |

A - Application Form I - Interview

R –References