**Bushey Meads School**

**Person Specification – IT Technician**

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|  | **Essential** | **Desirable** | **Method of Assessment** |
| **Knowledge/Qualifications**  |
| Education/Qualifications to at least Post 16 level | ✔ |  | Application |
| Involvement of IT in a relevant organisation | ✔ |  | Application |
| Professional experience with installation of display screens, whiteboards, projectors, audio systems, networking etc |  | ✔ | Application/Interview |
| Sound technical knowledge and experience of key technologies and products including Windows Desktop and Servers and administration | ✔ |  | Application/Interview |
| A willingness to undertake further relevant training and to pass those skills on to other members of staff as appropriate | ✔ |  | Interview |
| **Experience**  |
| A successful record of participating as a team member | ✔ |  | Application/Interview |
| Experience of setting high standards to others by personal example | ✔ |  | Application/Interview |
| A commitment to the extra-curricular life of the school  | ✔ |  | Application/Interview |
| A commitment to safeguarding and promoting the welfare of children and young people | ✔ |  | Application/Interview |
| A successful record of achieving goals | ✔ |  | Application/Interview |
| Experience of setting targets for your own work and reviewing progress and outcomes | ✔ |  | Application/Interview |
| A commitment to the school’s Strategic Purpose, Commitment and Intent | ✔ |  | Application/Interview |
| **Personal Skills**  |
| Excellent interpersonal and communication skills | ✔ |  | Application/Interview |
| Creative, imaginative and adaptable | ✔ |  | Application/Interview |
| The ability to listen carefully and demonstrate the ability to work in a positive, open and reflective manner | ✔ |  | Application/Interview |
| Ability to demonstrate patience, flexibility and a sense of humour | ✔ |  | Application/Interview |
| A capacity for demanding work | ✔ |  | Application/Interview |
| Committed to improving standards | ✔ |  | Application/Interview |
| An effective team member | ✔ |  | Application/Interview |
| Ability to be efficient and reliable and work under pressure  | ✔ |  | Application/Interview |
| Excellent communication skills, both orally and in writing | ✔ |  | Application/Interview |
| Ability to show discretion and integrity in dealing with confidential information. | ✔ |  | Application/Interview |
| Ability to initiate ideas, set own targets and meet own and other people’s deadlines  | ✔ |  | Application/Interview |
| **Equal Opportunities**  |
| Must have an understanding of and commitment to the Trust’s equal opportunities policies and procedures | ✔ |  | Application/Interview |
| To be able to demonstrate a commitment to celebrating diversity and promoting community cohesion in a multi-cultural setting | ✔ |  | Application/Interview |

**September 2021**