

**PERSON SPECIFICATION**

**Senior IT Technician**

Attributes	Essential (E)/ Desirable (D)
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>• Good standard of education</li> <li>• Educated to Honours degree or equivalent</li> <li>• Microsoft / Cisco or equivalent approved qualifications</li> </ul>	E D D
<b>Experience and Knowledge</b>	
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Experience of installing and maintaining PC hardware.</li> <li>• Experience of administration of a Windows server/client infrastructure, supporting a large user base and a wide variety of applications.</li> <li>• Experience with VM Ware or virtualisation</li> <li>• Experience within a school environment.</li> <li>• Experience working with networks and switches.</li> <li>• Experience in troubleshooting software installations</li> <li>• Experience installing and maintaining Audio/Visual equipment.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience with Mac and other operating systems.</li> <li>• Experience supporting tablet computers (e.g. iPads) and smart phones.</li> <li>• Experience in Website administration</li> <li>• Experience managing and using Microsoft 365</li> </ul>	



# COLSTON'S

INDEPENDENT CO-EDUCATION  
FROM NURSERY TO SIXTH FORM

<b>Key Skills</b>	
<ul style="list-style-type: none"> <li>• Ability to think through and plan work.</li> </ul>	E
<ul style="list-style-type: none"> <li>• Excellent written and spoken English with the ability to communicate clearly.</li> </ul>	E
<ul style="list-style-type: none"> <li>• Excellent organisational skills, able to remain calm under pressure, work to tight deadlines and manage competing priorities.</li> </ul>	E
<ul style="list-style-type: none"> <li>• Excellent interpersonal skills.</li> </ul>	E
<ul style="list-style-type: none"> <li>• Ability to work as part of a team.</li> </ul>	E
<ul style="list-style-type: none"> <li>• Physically able to move systems around our substantial site.</li> </ul>	E
<b>Personal Qualities</b>	
<ul style="list-style-type: none"> <li>• High degree of professionalism</li> </ul>	E
<ul style="list-style-type: none"> <li>• Assertive, positive, patient and helpful</li> </ul>	E
<ul style="list-style-type: none"> <li>• Effective interpersonal style with a range adults and students</li> </ul>	E
<ul style="list-style-type: none"> <li>• Uses initiative and flexible – a 'can do' attitude.</li> </ul>	E
<ul style="list-style-type: none"> <li>• Willing and able to be involved at all levels of IT support on site</li> </ul>	E
<ul style="list-style-type: none"> <li>• Demonstrate accuracy and keen eye for detail.</li> </ul>	E

In addition to the above, the successful applicant will be expected:

- To promote the safeguarding and welfare of children and young persons for whom they are responsible or come into contact with;
- To be supportive of and committed to the School's policies on Child Protection;
- To be supportive of the School's policies on Equal Opportunities;
- To be mindful of their personal responsibilities relating to Safety, Health and the Environment;
- To be mindful of the need to treat all sensitive information relating to pupils, fellow employees and the business of the School as confidential;
- To be accepting of the need to follow all other School policies and procedures as appropriate and relevant to their post.