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# PERSON SPECIFICATION NETWORK MANAGER

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| **Range of Duties** | **Essential** | **Desirable** | **How Identified** |
| Qualifications | * 5 GCSE grade C and above including Maths and English
 | Educated to Honour degree or equivalent.Microsoft or equivalent approved qualification | Application Form |
| Experience and knowledge |

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| * Extensive experience in administration of a windows server/client infrastructure and in supporting a large user base of networked computers running Windows 7 or newer, with a wide variety of software applications.
* Good working knowledge of networking and troubleshooting techniques.
* Experience in managing and monitoring servers and wired/wireless networks.
* Ability to upgrade entire network to latest operating system.
* Good written and oral communication skills
* Proven organisational skills
* Experience of managing staff
* Experience of managing ICT in a strongly customer focused environment
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 | Experience of working in a school or local government environment.Experience with hardware refresh policies, and asset management. Ability to roll out information systems/IT products to a large number of users.Knowledge of ICT Curriculum development.Financial and budget procedures.Development and Implementation of IT security and continuity policies.Project Management.Software evaluation | Application FormInterview |
| Skills | * Knowledge of Microsoft Server and desktop operating systems; PCs and PC-based LANs
* Ability to administer networks with regard to service maintenance, maintaining full records of changes, errors & adaptations
* Excellent interpersonal skills
* Ability to think through and plan changes
* A good understanding of the legal, security and moral issues relating to the use of ICT in schools
* Excellent organisational skills, able to remain calm under pressure and manage competing priorities.
* Ability to manage staff
* Ability to work with a minimum of supervision
 | Knowledge of ICT systemsand administration softwareused in schools (especiallySIMS.Net)Knowledge of ICT in the school curriculum. | Application FormInterview |
| Attitudes | * Desire to provide a quality service.
* Flexible and responsive.
* High degree of professionalism
* Open minded about the range of possible solutions to problems
* Assertive, positive, patient and helpful
* Effective interpersonal style with a range adults and students
* Uses initiative and flexible – a ‘can do’ attitude.
* Willing and able to be involved at all levels of IT support on site
* Demonstrate accuracy and keen eye for detail.
 | Project Management.Customer care training. | Interview |