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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 | |  | | --- | | * 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 | | 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 Form  Interview |
| 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 systems  and administration software  used in schools (especially  SIMS.Net)  Knowledge of ICT in the school curriculum. | Application Form  Interview |
| 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 |