



Kingsthorpe College

IT Support Apprentice



Person Specification

	Essential	Desirable
Qualifications and Experience	GCSE Maths and English Grade 4/C or above The right to work in the UK	IT GCSE or equivalent
Knowledge	Basic knowledge of Microsoft Packages and operating systems	
Skills and Abilities	Technically minded Good time management skills Ability to prioritise work and meet deadlines Good organisational skills An ability to work confidently under pressure Able to follow instructions Able to work on own initiative Able to work constructively as part of a team, understanding school rules and responsibilities Ability to use discretion and have an understanding of the importance of confidentiality	
Personal Characteristics	A commitment to participate in further training and development opportunities	A desire to progress within the business after completion of the apprenticeship
Written Application	A well-constructed, legible application	
Communication	Ability to communicate effectively to a wide range of different audiences, both orally and in writing, including the ability to promote the College	

Relationships	An ability to establish good working relationships with staff and other stakeholders and to form and maintain appropriate relationships and personal boundaries with students Ability to be a representative of the college	
Equal Opportunities	An understanding of issues regarding equal opportunities for all	Examples of good practice from their own experience
Appearance	Accept the College dress code and dress professionally in accordance with the culture of the organisation	
Criminal Record Check	Provide information to process full Disclosure Barring Service disclosure.	

Kingsthorpe College is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff to share this commitment.