**Person Specification: Cluster Network Manager - Beckfoot Oakbank**

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| **Attributes** | | **Essential** | **How Identified** |
|  | **Qualifications** | GCSE English and Maths or equivalent  NVQ Level 4 or equivalent in an IT discipline or previous relevant experience. | *Form* |
| 2. | **Experience** | Experience in managing and supporting in an ICT environment to defined service levels and targets.  Experience of managing ICT projects.  To have proven experience of delivering effective, high quality ICT support service.  Experience of supporting and managing Office 365.  Line management experience.  Excellent interpersonal and communication skills and the ability to work with a range of key stakeholders.  Decision making skills and dealing with complex issues  Managing and working within an agreed budget  Experience of compliance with General Data Protection Regulations (GDPR) in your area of work | *Form*  *References*  *Interview* |
| 3. | **Training** | To participate in training opportunities and professional development.  Awareness of Multi-Academy Trusts and Teaching Schools | *Form*  *Letter*  *Interview* |
| 4. | **Special Knowledge** | Knowledge of applications and software commonly used in schools.  Ability to communicate effectively across all levels and through all channels.  Ability to manage a complex workload.  Ability to work effectively with other members of staff/students at all levels.  Ability to lead a team to deliver ICT projects  Desire for professional development  Ability to work quickly and methodically to resolve issues in high pressure situations  Ability to work collaboratively across the Trust | *Letter*  *Interview* |
| 5. | **Personal Circumstances** | Must be legally entitled to work in the UK (Asylum & Immigration Act 1996)  Must have the ability to be flexible and work to the requirements of a busy school  Interest in the school’s wider role in the community | *Letter*  *Interview* |
| 6. | **Disposition and Attitude** | A passion for education and a deep-felt desire to make a difference for young people.  To like young people and be liked by them  To possess educational vision underpinned by values  To operate in line with the seven principles of public life of selflessness, integrity, objectivity, accountability, openness, honesty and leadership.  Humility: a recognition that the more you know, the less you know! Not being afraid to say ‘I don’t know’.  Be emotionally intelligent: know when to direct, when to challenge and when not to; be able to inspire, present a positive perspective at all times; be able to listen and show awareness of other’s sensitivities; to have personal pride and lead by example.  Be happy to get your hands dirty. Don’t ask people to do things you wouldn’t do yourself.  Understand the importance of work/ life balance.  Enthusiastic, flexible, team player. Enjoy hard work and take constructive criticism.  Desire for significant professional development. | *Letter*  *References*  *Interview* |
| 7. | **Practical and Intellectual Skills** | Logical, analytical, accurate and highly developed organisational skills, with the ability to work flexibility whilst under pressure and remain calm in stressful situations  Plan and prioritise workload.  Excellent literacy, numeracy and oral skills  Ability to lead effectively as part of a team and on your own initiative  Evidence of success in project management | *Letter*  *References*  *Interview* |
| 8. | **Physical** | Resilient  Excellent attendance and punctuality. | *References/*  *Interview* |
| 9. | **Equality** | A commitment to, and evidence of, promoting diversity and equal opportunities within the Trust, the curriculum and employment practice. | *Letter*  *Interview* |