

PERSON SPECIFICATION - ICT TECHNICIAN

ATTRIBUTES	ESSENTIAL	DESIRABLE
Education/Training	<ul style="list-style-type: none"> • 3 'A' Levels or equivalent (one must be in ICT or related discipline) • Formal training on any of the following: Microsoft Windows OS and/or Microsoft Office 	<ul style="list-style-type: none"> • Evidence of continued study
Relevant Experience	<ul style="list-style-type: none"> • Experience of involvement in schools • Management of resources • Understanding of schools in challenging circumstances • Experience of supporting at least one of the following operating systems Microsoft Windows XP, Windows 7, Windows 8, 2008/2012/2016 Server • Evidence of on-going professional development • Knowledge of Backup Systems • Experience of support and configuration of Active Directory and Group Policy, DNS and DHCP 	<ul style="list-style-type: none"> • Working collaboratively • Experience of providing support to end users in a PC/Network support role • Knowledge of hardware – PCs, NICs, printers and other peripherals
Relevant Knowledge/ Skills/Aptitude	<ul style="list-style-type: none"> • Very good numeracy/literacy skills • Effective user of ICT and other specialist equipment/resources • Good communication skills • Good organisational skills • Commitment to Equal Opportunities • Ability to work on own initiative with minimum supervision 	<ul style="list-style-type: none"> • Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation • Knowledge of arrangements for Health and Safety at work • The ability to create, recognise and exploit opportunities whenever they occur
Personal Qualities	<ul style="list-style-type: none"> • Flexible attitude – especially to change • Confidence to deal with new people and situations • Energy and Commitment • Resilience and Resourcefulness • Team Player • Ability to work accurately under pressure to tight deadlines • Ability to maintain strict confidentiality • Access to own transport with business cover 	

Applicants must have the ability to support pupils/respond to parents through fluent and accurately spoken English.

NB. An enhanced DBS Disclosure is an essential requirement for this post.