



## St Mary's and St John's CE School

Lower School | Neale House | Prothero Gardens | Hendon | NW4 3SL  
 Middle School | Bennett House | Sunningfields Road | Hendon | NW4 4QR  
 Upper School | Stamford Raffles | Downage | Hendon | NW4 1AB

Tel: 020 8202 0026 Email: office@barnetmail.net

*nurture – inspire – excel*

Principal: Mr Matthew Glenn

### Person Specification: ICT Technician

<b>Education and Training</b>	<b>E</b>	<b>D</b>	<b>Evidenced</b>
English and Maths at GCSE grade C or equivalent	*		<b>A</b>
Evidence of recent continued professional development		*	<b>A</b>
<b>Experience</b>	<b>E</b>	<b>D</b>	<b>Evidenced</b>
At least one year working in an IT environment providing 1 <sup>st</sup> line IT support		*	<b>A/R</b>
Experience of providing high level support in a busy, sensitive environment		*	<b>A/I/R</b>
Experience in IT domain, and IT Systems Administration in mid-to-large enterprise preferred		<b>D</b>	<b>A/I/R</b>
Managing sensitive and confidential information		*	<b>A/I/R</b>
<b>Knowledge and Understanding</b>	<b>E</b>	<b>D</b>	<b>Evidenced</b>
Knowledge of Google Suite	*		<b>A/I/R</b>
Technical knowledge of Networking, Windows Server 2008 /2012, Active Directory Group Policy, Hyper-V, Windows 10 and SIMS	*		<b>A/I</b>
Knowledge of and commitment to school policies including Safeguarding, Health and Safety and Equal Opportunities		*	<b>A</b>
The candidate should be familiar using typical school and office environment tools such as Word, PowerPoint, Excel & Capita SIMS	*		<b>A</b>
<b>Skills, abilities and attributes</b>	<b>E</b>	<b>D</b>	<b>Evidenced</b>
Excellent written, oral communication & interpersonal skills	*		<b>A/I/T/R</b>
Self-starter, work on own initiative, strong organisational skills	*		<b>I/R</b>
Ability to establish priorities, manage conflicting priorities and to meet agreed targets and deadlines	*		<b>I/R</b>
Strong problem solving skills	*		<b>A/I</b>
Strong planning, organising and prioritising abilities. Target focused. Flexible to cope with change, be proactive and adapt quickly to a developing type of service delivery			<b>A/I</b>
Integrity, sound professional judgement, ability to maintain confidentiality and loyalty	*		<b>A/R</b>
Clear commitment to the team approach; able to exchange ideas and provide support for colleagues	*		<b>A/I/R</b>

*“Everything is possible” (Matthew: 19.26)*

Demonstrates an attention to detail and an ability to stick at routine tasks	*		<b>A/I/R</b>
Commitment to providing a high quality customer-focused service delivery	*		<b>A/I</b>
Willingness to participate in relevant training and development	*		<b>A/I/R</b>
Enthusiastic, hardworking and assertive	*		<b>A/I/R</b>
Enthusiastic self-starter and must have fluent written and verbal English communication skills	*		<b>A/I/R</b>

E = Essential D = Desirable I = Interview A = Application R = Reference

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