

Russet House School



PERSON SPECIFICATION IT Technician

Selection Criteria	Essential	Desirable
Experience and qualifications	<ul style="list-style-type: none"> • Level 2 NVQ or diploma in an IT related discipline • GCSE Grade C or above in English and Maths 	<ul style="list-style-type: none"> • Level 3 NVQ, diploma or A level in an IT related discipline • IT networking qualification • Experience of working in an education setting
Knowledge and understanding	<ul style="list-style-type: none"> • Good general knowledge of IT hardware • Good working knowledge of a range of relevant software applications including various version of Microsoft Office • Experience of provision technical advice and guidance to others • Understanding of IT infrastructures and experience of troubleshooting network related problems • Comprehensive knowledge of fault diagnosis and resolution 	<ul style="list-style-type: none"> • Experience of working in a team • Understanding of the particular needs of children with Autism and a willingness to learn how IT can enhance teaching and learning in a special school • Knowledge of RM Finance, RM Integris, Behaviour Watch, CPOMS and Evidence for Learning. • Experience of plasma screens, projector and audio-visual equipment • Experience of the London Grid for Learning
Skills	<ul style="list-style-type: none"> • Demonstrate knowledge and experience of analytical and diagnostic skills • Strong IT skills to support the installation and maintenance of computer hardware, software and peripheral equipment • Ability to resolve common faults • Ability to adhere to administrative procedures • Confidence to explain technical issues to others in a clear and concise manner • Excellent written and oral skills • Excellent organisational and time management skills • Ability to maintain confidentiality at all times 	<ul style="list-style-type: none"> • Experience of working in a team • Experience of maintaining a thorough inventory of equipment and accurate records of licences, subscriptions etc. • Ability to research technical problems, develop a relevant solution and present options to the Senior Leadership Team and the School Business Manager.
Personal characteristics	<ul style="list-style-type: none"> • Ability to remain motivated • Ability to learn and apply complex technical skills quickly and efficiently • Committed to providing a quality service for staff and students • Excellent communicator • cheerful, calm and positive attitude • reliable, honest, hardworking and flexible • Well organised and methodical. • willingness to learn and commit to ongoing personal development • Interest in educational issues • Genuine interest in emerging technologies and their relevance/application in education • To have a flexible approach to working hours 	