



All Hallows Catholic High School

Person Specification

ICT Manager (Grade 7 – Term Time Plus 3 weeks)

APPLICATION FORM AND LETTER	ESSENTIAL	DESIRABLE	EVIDENCE (A – Application I – Interview)
Qualifications			
<ul style="list-style-type: none"> GCSE's grade A*-C (inc English & Maths) or equivalent 	✓		A
<ul style="list-style-type: none"> Recognised Level 4 ICT qualification in a relevant discipline and / or vendor qualifications for the specific hardware / software used. 	✓		A
Knowledge/skills/abilities			
<ul style="list-style-type: none"> Experience of working in a busy ICT environment working independently providing technical support on a wide variety of ICT systems, equipment and IT software 	✓		A
<ul style="list-style-type: none"> Experience of managing large networks and major software upgrades 	✓		A
<ul style="list-style-type: none"> Experience of managing challenging/competing workloads 	✓		A
<ul style="list-style-type: none"> Experience of managing budgets and/or resources deployed to assist with the delivery of service provision 		✓	A
<ul style="list-style-type: none"> Experience of delivering ICT services within a school environment 		✓	A
<ul style="list-style-type: none"> Good analytical, organisational and problem-solving skills 	✓		A
<ul style="list-style-type: none"> Ability to interpret technical information and can relay this to non-technical staff. 	✓		A
<ul style="list-style-type: none"> Ability to work under minimal supervision and within a team 	✓		A
<ul style="list-style-type: none"> Ability to organise, lead and motivate any responsible staff 	✓		A
<ul style="list-style-type: none"> Awareness of current ICT trends and developments 	✓		A
<ul style="list-style-type: none"> Ability to provide routine oral and written information clearly and concisely. 	✓		A/I
<ul style="list-style-type: none"> Ability and willingness to learn new tasks. 	✓		A/I
<ul style="list-style-type: none"> Ability to analyse and impart data. 	✓		A/I
<ul style="list-style-type: none"> Ability to use MS Office and common user applications 	✓		A/I
<ul style="list-style-type: none"> Knowledge of networks, servers and associated operating systems 	✓		A/I
<ul style="list-style-type: none"> Ability to co-ordinate own effort with that of others so the work is completed effectively in line with team objectives. 	✓		A/I
<ul style="list-style-type: none"> Ability to work flexibly as part of a team. 	✓		A/I
<ul style="list-style-type: none"> Able to use initiative and work independently. 	✓		A/I
Other			
<ul style="list-style-type: none"> Commitment to supporting the Catholic ethos of the school. 	✓		A/I
<ul style="list-style-type: none"> Commitment to Health & Safety 	✓		A/I
<ul style="list-style-type: none"> Commitment to safeguarding and protecting the welfare of children and young people. 	✓		A/I
<ul style="list-style-type: none"> Commitment to equality and diversity. 	✓		A/I
<ul style="list-style-type: none"> Commitment to own professional development 	✓		A/I