

**PERSON SPECIFICATION  
IT Technician**

KEY	SKILL/QUALITY	Essential	Desirable	METHOD OF ASSESSMENT		
				Application Form	Interview	Presentation/ Tasks
<b>What educational background is required?</b> e.g. GCSE/degree level etc	♦ Level 3 or higher qualification or equivalent	✓		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>What professional qualifications are required?</b> e.g. teaching, secretarial, qualifications	♦ Any relevant IT specific qualification or certification		✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Is previous job experience necessary?</b> How many years? In what type of role? eg similar experience or responsibilities in Education	♦ Minimum of 2 years experience within IT ♦ Experience of working in the education sector	✓	✓	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Does the job require specialist knowledge or skills?</b> e.g. legislation, policy-making, supervisory experience, clerical skills	♦ Knowledge of Microsoft Technologies ♦ Knowledge of Apple Mac technologies ♦ Network switch config, e.g. assigning VLAN ♦ Producing documentation ♦ Ability to follow procedures ♦ Office 365, inc Teams, SharePoint online ♦ Experience installing, maintaining and repairing hardware & software.	✓	✓	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>What personal qualities are required?</b> e.g. enthusiasm, initiative, team working skills	♦ Ability to manage a constant workload with conflicting demands to achieve targets ♦ Ability to work effectively working alone and as a member of a team ♦ Appropriate professional appearance ♦ Excellent communication skills ♦ Commitment to quality of service	✓		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<p><b>Are there any unusual job requirements?</b> e.g. evening/weekend duties, Governor liaison</p>	<ul style="list-style-type: none"> <li>◆ There may be requirements to occasionally work evenings / weekends</li> <li>◆ Full driving licence</li> <li>◆ Could be required to work out of any Huish Trust site</li> </ul>	<p style="text-align: center;">✓</p>	<p style="text-align: center;">✓</p>	<p style="text-align: center;"><input checked="" type="checkbox"/></p>	<p style="text-align: center;"><input checked="" type="checkbox"/></p>	<p style="text-align: center;"><input type="checkbox"/></p>
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