



IT Network Manager Person Specification

The following are essential or desirable characteristics associated with the post above at Ermysted's Grammar School. Evidence will be drawn from the application form or explored at interview.

	Essential	Desirable
Qualifications NVQ Level 4 qualification in a IT related subject or equivalent Willingness to undertake training relevant to the role Evidence of further relevant qualifications or training	✓ ✓	✓
Experience Experience of all aspects of IT technical support provision Experience of managing server-related technologies and software Experience of working within budgets Experience of delivering technical and specialist training Network Management experience Experience in Information Security Experience of developing IT related policies Project management experience	✓ ✓ ✓ ✓ ✓ ✓	✓ ✓
Knowledge Up to date theoretical knowledge of IT, equipment, hardware and applications Theoretical knowledge of IT management techniques and practices Knowledge of Microsoft Office Applications and other software packages Up to date knowledge of developments within IT Good literacy and numeracy skills Awareness of Educational issues	✓ ✓ ✓ ✓ ✓	✓
Skills Good time management and ability to work under pressure and meet deadlines Self-motivated to complete required duties Confidentiality Excellent written and verbal communication skills: able to communicate effectively and clearly with a range of staff, pupils and parents. Demonstrable IT skills and ability to use them as part of the learning process Ability to exercise initiative Training skills Problem solving and analytical skills Organisational skills	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	

Continued overleaf

	Essential	Desirable
Other		
Enhanced DBS clearance	✓	
Be committed to the School's policy and ethos	✓	
Be committed to continual professional development	✓	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	
Ability to work outside of school hours	✓	
Able to exercise discretion and judgement	✓	
Flexibility	✓	
The ability to converse at ease with stakeholders and provide advice in accurate spoken English is essential for the post	✓	

To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work commensurate with the level of responsibility of the role not specifically referred to above.

Ermysted's Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be expected to undergo enhanced DBS clearance.