

## Person Specification for IT Technician



'To inspire our students to be confident and open-minded through exceptional teaching in a caring school community.'

The successful candidate will share a commitment to:

- making a positive impact on all students' experiences at Highgate Wood School;
- our core values as defined in our mission statement and motto and our ethos The Highgate Wood Way, underpinned by Courtesy, Consideration, Contribution and Co-operation;
- inclusion, based on a belief that every student can achieve irrespective of starting point or circumstance;
- first class pastoral care, support and guidance;
- working with staff and all other stakeholders in a collaborative way;
- our SHOW UP staff culture (see bottom of page 2).

**Attributes** The following outlines the key knowledge, skills and experience required for this position.

As part of the shortlisting process, the selection panel will assess each candidate against the criteria listed below.

<b>Knowledge, skills and experience</b>	<ul style="list-style-type: none"> <li>• Experience of working within an educational environment</li> <li>• Good interpersonal skills: the ability to work well with a wide range of people and also to use initiative</li> <li>• The ability to work flexibly and share in workloads</li> <li>• The ability to demonstrate a pro-active approach in taking responsibility for the quality of your own work and that of others, problem solving and using one's own initiative as appropriate.</li> <li>• Confident use of technology to promote learning.</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• A positive, professional role model</li> <li>• Someone with high expectations of themselves and others</li> <li>• An ability to complete tasks to a high standard</li> <li>• Enthusiastic and hard-working</li> <li>• Resilience and perseverance</li> <li>• Energy, drive and a sense of purpose</li> <li>• A sense of fun and an ability to laugh and relax, even when under pressure</li> </ul>

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Educational Certificates relevant to the role</li> <li>• Evidence of continued professional development</li> </ul>
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## OUR NON-NEGOTIABLES

- S** **Students come first**  
Our students are our priority. It is for them that we do what we do.
- H** **Hard Work**  
We do whatever is necessary to provide the best experience for our students.
- O** **Our own children**  
We make HWS a school that we would be proud to send our own children to. We work to this end every single day.
- W** **We are not I**  
We are a team. We do what we say we do - we stick to the school strategy, behaviours and processes. We are the Highgate Wood Way.
- U** **Unafraid of failure**  
We are not afraid to fail, nor learn from failure. When things go wrong we do not blame—we support each other and we look after each other.
- P** **Professional trust and accountability**  
We trust each other implicitly professionally because we hold ourselves and each other to account openly and honestly for doing all of the above.

