

Person Specification Junior IT Technician

Attribute	Essential	Desirable	How Identified
Qualifications	<ul style="list-style-type: none"> • Possess GCSE qualifications 	<ul style="list-style-type: none"> • Possess A Level and / or equivalent Level 3 qualifications. • A recognised qualification and/or certifications relevant to Information Technology. 	<ul style="list-style-type: none"> • Application form • Certificates
Knowledge and Skills	<ul style="list-style-type: none"> • Excellent communication skills, both written and oral and the ability to communicate with different groups of people. • Good administrative skills. • Ambitious and willing to embrace new technologies and ways of working. • Excellent customer service skills and the ability to understand the needs of our students, staff, parents and carers. • Excellent organisational and time management skills and the ability to prioritise work for yourself. • Good analytical skills and a systematic and methodical approach to problem solving. • Ability to work on own initiative as well as part of a wider team. • Ability to disseminate knowledge and good practice to other members of staff. • Self-motivated and proactive. • Adaptable, willing and flexible. • Conscientious and dependable. 	<ul style="list-style-type: none"> • Possess the knowledge and confidence to adapt quickly to a new network environment, understanding underlying infrastructure required to run a Windows domain efficiently. • Excellent proficiency with Apple devices, including management of iPads and iMacs 	<ul style="list-style-type: none"> • Application form • Interviews • References • Test

	<ul style="list-style-type: none"> • Calm, organised and methodical. • Enthusiastic, ambitious and hard working. 		
Experience	<ul style="list-style-type: none"> • Experience of configuring and supporting computer hardware and software in a personal or professional capacity. • Experience of using Microsoft Windows 7/8/8.1/10 and Office 2013/2016/365. • Experience of delivering services to meet customer needs. • Experience of managing competing priorities and working to tight timescales. 	<ul style="list-style-type: none"> • Experience of supporting Windows 7/8/8.1/10 and Office 2013/2016 in a domain environment. • SIMS. • Experience of supporting networks, telephony and wireless systems. • Experience of supporting users and systems in a Microsoft domain environment (e.g. Active Directory, print services, applications etc.) 	<ul style="list-style-type: none"> • Application form • Selection process
Continuous Professional Development	<ul style="list-style-type: none"> • Evidence of commitment to Continuing Professional Development 		
Other Conditions	<ul style="list-style-type: none"> • Enhanced DBS Clearance 		

The GORSE Academies Trust is committed to safeguarding and promoting the wellbeing of all children and we expect our staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure and Barring Service (DBS) check. We promote diversity and aim to establish a workforce which reflects the population of Leeds.