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|  | P:\TAslam (storagestaff)\Logos\black W_logo (USE - MAY 2013).jpg  **PERSON SPECIFICATION** | | | |
|  | |  |  |  |
| **Job Title:** | | Senior Systems and Network Manager |  |  |
|  |  | | | |
| **Grade:** | | GR5 |  |  |

**Method of Assessment (M.O.A.)**

A.F. = Application Form; I = Interview; T = Test or Exercise; P = Presentation

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| **CRITERIA** | * 1. **ESSENTIAL** | **M.O.A.** |
| **EXPERIENCE**  (Relevant work and other experience) | Experience of working in an IT support environment  Experience of working in a school IT environment  Experience of managing/maintaining/supporting systems at an advanced level  Knowledge of school procedures  Able to demonstrate relevant and up to date experience of managing networks. This includes understanding and implementing best practice of network management such as quality of service, VLAN configuration and performance management.  High level analysis of IT infrastructure systems.  Experience of leading/managing a large IT project from planning through to procurement, implementation, and evaluation. | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |
| **SKILLS AND ABILITIES**  (Eg Written communication skills, dealing with the public) | Effective use of ICT (including advanced use of Microsoft Office Suite, SIMS, E-Portal, SISRA)  Familiarity with internal PC architecture, Microsoft Operating Systems, Apple Operating Systems, VMware, and network infrastructure.  IT professional qualifications or evidence of practical application in a business context.  Extensive knowledge of cloud-based technologies, including Office 365.  Five years experience technical trouble-shooting.  Experience of line management responsibility.  Experience of child protection procedures and commitment to safeguarding pupils.  Excellent interpersonal skills  Good organisational skills  Ability to work collaboratively  Ability to cope with conflicting demands, deadlines and interruptions, multiple demands  Effective time management and organisational skills  The ability and motivation to constantly improve own practice and knowledge through self-evaluation and learning from others  The ability to support colleagues  The ability to work independently without supervision  The ability to be flexible, positive, dedicated and trustworthy  The ability to establish and develop positive relationships throughout the school | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |
| **TRAINING** | Interest in own personal development and willingness to undertake further training deemed appropriate by the school | AF/I |
| **EDUCATION/**  **QUALIFICATIONS**  **NB Full regard must be paid to overseas qualifications** | Educated to minimum of A level Standard (or equivalent) with a degree in a related discipline. | AF/I |
| **OTHER** |  |  |
| **CONTRA INDICATION** |  |  |

**ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE CITY COUNCIL’S**

**EQUAL OPPORTUNITIES POLICY**

COMPILED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Shortlisting/Interviewing Panel): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_