



# Newton Abbot College

Imagine what's possible ...

## IT TECHNICIAN Person Specification

Role Requirements:	Essential	Desirable	How Assessed
<b>Qualifications:</b>			
Educated to GCSE grade C level (or equivalent) in both Maths and English	√		Application Form
Educated to A Level or above		√	Application Form
<b>Experience:</b>			
Knowledge and experience of Windows 10, Server 2012 R2 and 2016 operating systems	√		Application Form; Interview
Knowledge and experience of Windows Active Directory, DNS, DHCP and Group Policies		√	Application Form; Interview
Experience of both hardware and software computer repairs	√		Application Form; Interview
Understanding of network topologies, infrastructure and cabling		√	Application Form; Interview
Knowledge and experience of Microsoft Office Office 365	√		Application Form; Interview
Knowledge and experience of Microsoft SQL Server 2014		√	Application Form; Interview
Knowledge and experience of Microsoft Exchange Server 2016		√	Application Form; Interview
Experience of working in a helpdesk-based support team		√	Application Form; Interview
Working knowledge of SIMS		√	Application Form; Interview
Working knowledge of processes, procedures and systems within an educational environment		√	Application Form; Interview
Experience working in a customer focused environment	√		Application Form; Interview

<b>Personal and Professional Skills and Attributes:</b>			
Ability to recognise and understand the need for confidentiality	√		Application Form; Interview;
Excellent planning and organisational skills	√		Application Form; Interview;
Excellent communication skills	√		Application Form; Interview
Ability to work under pressure, prioritise and meet deadlines	√		Application Form; Interview
Excellent analytical skills	√		Application Form; Interview
Highly motivated and enthusiastic	√		Application Form; Interview
High expectations of self	√		Application Form; Interview
High professional standards	√		Application Form; Interview
Ability to work unsupervised & manage own time effectively	√		Application Form; Interview;
Attentive to detail	√		Application Form; Interview
Ability to use initiative to identify and solve problems and get results	√		Interview
Flexible and adaptable approach	√		Application Form; Interview
Willingness to participate in training/development as/when identified by line manager	√		Interview
Evidence of continuing professional development		√	Application Form; Interview
Ability to work effectively as a member of a team	√		Application Form; Interview
Understanding of safeguarding issues and promoting the welfare of children and young people	√		Interview
Suitability to work with children	√		Interview; References

Newton Abbot College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employees are expected to undergo Disclosure and Barring and employment checks.