Think Differently Education Trust
Bell Barn Road
Birmingham, B15 2AF
CEO: Hardip Bissell

PERSON SPECIFICATION

Job Title: IT Apprentice

MOA (Method of Assessment)
AF: Application Form I: Interview T: Test, task or presentation

	Essential	Desirable	MOA
Qualifications and Professional Development			
• Good general level of education, with GCSE grades A-D or equivalent in English Language and Mathematics'	✓		AF
• Evidence of continued professional development		✓	AF/I
Knowledge and Experience			
• Previous experience of working in a IT support role.		✓	AF/I
• Working knowledge of Microsoft Office365 applications	✓		AF/I
• Working knowledge of networking, e.g. IP, DNS, DHCP		✓	AF/I
• Working knowledge of Windows 11 desktop support, Office365, Azure AD, Intune, SharePoint, OneDrive and Exchange.		✓	AF/I
• Be able to think creatively about current and potential future issues that will affect education IT.	✓		AF/I
• Research and evaluate existing IT solutions with a constant eye towards future trends	✓		AF/I
• Previous experience of IT support in an education setting		✓	AF/I
Skills and Abilities			
• Creative, and able to 'think differently'	✓		AF/I
• Good level of written and oral communication skills	✓		AF/I
• Good organisational and administrative skills	✓		AF/I
• Ability to work in a team reliably and with flexibility	✓		I
• Ability to be flexible and work across different sites	✓		I
• Drives own car	✓		AF/I
Other			
• An awareness of the issues involved in the education of children with medical conditions or SEN and/or a willingness to develop knowledge / experience in this area		✓	AF/I
• Flexible and willing to work across Trust sites as required	Y		I
• Reliable, punctual and able to sustain a professional approach to work	Y		AF
• Able to remain calm, organised and solution focused when working under pressure		Y	I
• Commitment to safeguarding, equality, diversity and inclusion		Y	I
• Commitment to promoting the vision, values and aims of the Trust		Y	AF/I

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The Think Differently Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Please be aware that this post is subject to an enhanced DBS clearance check and any offer of employment is made conditional of this. You will also be required to register and pay for the DBS update service and ensure that documentary evidence is produced to ensure annual compliance and updates. You will also be required to provide written consent for the employer to access this information at any time.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

TDET undertake to make any “reasonable adjustments” to a job or workplace to counteract any disadvantages a disabled person may have.