

**ST. ANNE’S CATHOLIC HIGH SCHOOL FOR GIRLS**

**Headteacher:** Mrs S Gilling

Tel: 020 8886 2165

**PERSON SPECIFICATION**

**IT Technician**

|  |  | **Essential** | **Desirable** |
| --- | --- | --- | --- |
| ***Education and Training*** | |  |  |
|  | |  |  |
| * Educated to minimum Level Three (BTEC Diploma / ‘A’ Level) standard or equivalent or can demonstrate that an equivalent standard has been achieved through life experiences. | | ✓ |  |
| * Qualifications, career development and training relevant to the responsibilities of the post. | |  | ✓ |
| * Sound levels of literacy and numeracy either by qualification or life experiences. | | ✓ |  |
|  | |  |  |
| ***Skills*** | |  |  |
|  | |  |  |
| * Excellent ICT Skills | | ✓ |  |
| * Willingness and adaptability in tackling the variety of tasks arising in a school environment. | | ✓ |  |
| * Has excellent inter-personal skills with the ability to build and maintain good working relationships with colleagues and customers. | | ✓ |  |
| * Good oral and written communication skills including communicating in clear grammatical English. | | ✓ |  |
| * The ability to be organised, accurate and meticulous. | | ✓ |  |
| * Enthusiastic, self-motivated, flexible and able to work as part of a team with a strong willingness to learn new skills. | | ✓ |  |
|  | |  |  |
| ***Knowledge and Experience*** | |  |  |
|  | |  |  |
| * Day to day operations of complex ICT systems. | | ✓ |  |
| * Excellent ICT knowledge base and experience. | | ✓ |  |
| * Help desks and immediate responses. | | ✓ |  |
| * The majority of Implementing and maintaining VPN, LAN, WAN, firewall, VOIP, remote working and MS network technologies. | | ✓ |  |
| * SIMS School MIS (or similar). | |  | ✓ |
| * Some experience of working in ICT in a school or further or higher education. * Some experience using cloud services (Office 365, Exchange Online etc) | |  | ✓  ✓ |
|  | |  |  |
| ***Abilities*** | |  |  |
|  | |  |  |
| * Ability to understand the effects of rapid change on an organisation. | | ✓ |  |
| * Ability to understand where ICT will add measurable value to teaching, learning and administration (rather than ICT for ICT’s sake). | | ✓ |  |
| * Ability to understand the key elements of developing targeted MIS systems that can support outstanding leadership and management. | | ✓ |  |
| * Willing to be involved and pro-active around the school, recognising when a job needs doing and arranging for it to be done. | | ✓ |  |
| * Ability to cope with the pressures of the job and be immediately reactive when needed. | | ✓ |  |
| * Ability to multi-task. | | ✓ |  |
| * Ability to work on own initiative, prioritise work, meet deadlines. | | ✓ |  |
| * Ability to work as a proactive individual within a team. | | ✓ |  |
| * Ability and willingness to learn new skills and acquire knowledge. | | ✓ |  |
|  | |  |  |
| ***General*** | |  |  |
|  | |  |  |
| * Reliable with a good record of attendance and punctuality. | | ✓ |  |
| * Enthusiastic and energetic. | | ✓ |  |
| * A background in working with young people   (not necessarily on a paid basis). | |  | ✓ |
| * Displays commitment to the protection and safeguarding of children and young people. | | ✓ |  |
| * Committed to personal and professional development; reflective and learns from past experiences. | | ✓ |  |
| * Demonstrates support for the school’s ethos. | |  |  |
| * Flexible approach to working hours. | | ✓ |  |
|  | |  |  |