



## UXBRIDGE HIGH SCHOOL PERSON SPECIFICATION: ICT TECHNICIAN

### Criteria

#### Qualifications / Education / Training

1. Educated to at least GCSE standard or equivalent, with a minimum C/5 grade in Mathematics and English.
2. Level 3 NVQ diploma.\*

#### Experience

3. Experience of working in a school or similar environment.
4. Experience of PC based hardware (fault finding and upgrades to desktop computers, iPads and laptops).\*
5. Experience of Windows 2008, 2012 & 2016 server (build and maintenance).\*
6. Experience of Windows 10 operating system (installation and maintenance).\*
7. Experience of Office365 and Microsoft Office.
8. Experience of supporting user in the use of ICT. \*

#### Skills, Knowledge and Abilities

9. All round ICT skills.
10. Ability to organise effectively.
11. Ability to work alone at times to ensure equipment is ready and working for lessons.
12. Physically fit and able to lift computers, printers, etc.
13. Ability to troubleshoot Microsoft Operating System based networks and have knowledge of tools available to help accomplish this (AD, DHCP, DNS, etc).\*
14. Evidence of ability to learn new operating systems.\*
15. Proven technical ability (NVQ or equivalent).\*
16. Logical approach to problem solving.

#### Equal Opportunities

17. Commitment to equal opportunities and inclusion.
18. Ability to promote and support the school's Equality and Diversity Policy.

#### Disposition

19. Flexibility, resourcefulness and commitment to Uxbridge High School, understanding collective responsibility.
20. Ability to work hard with competing deadlines, prioritising appropriately and maintain good humour.
21. To be interested in children as individuals, in how they learn and be committed to the comprehensive ideal.
22. To believe in the importance of teamwork and a collaborative approach, and be able to build supportive working relationships with colleagues both within and outside the school.
23. Demonstrate a diligent, "can do" attitude.
24. To be punctual and an effective team member supporting ICT throughout the school.
25. Energetic and enthusiastic, with a naturally positive and calm outlook.
26. A willingness to commit time to extra-curricular activities and flexible approach to working outside normal hours when requested.

