

IT Technician Person Specification

Criteria	ESSENTIAL	DESIRABLE	EVIDENCE
Education and Training	<ul style="list-style-type: none"> Educated to GCSE level (Grades A-C in English and Maths) or equivalent Good working knowledge of Microsoft Desktop operating systems and applications 	<ul style="list-style-type: none"> Level 3 IT –Related Apprenticeship 	<ul style="list-style-type: none"> Application form Interview Assessment (Practical testing)
Professional skills and knowledge	<ul style="list-style-type: none"> Good knowledge and understanding of TCP, IP, DNS and DHCP Working knowledge of Windows based desktop and server operating systems Excellent problem-solving and resolution abilities on a range of software, hardware and network issues Ability to carry and set-up IT equipment across the school site Customer-oriented to deliver service excellence Enthusiastic about the role of IT in supporting the objectives of the school 	<ul style="list-style-type: none"> Previous experience of working in a school environment Basic awareness of safeguarding children/child protection legislation 	<ul style="list-style-type: none"> Application Form Interview Assessment (Practical Testing)
Personal qualities	<ul style="list-style-type: none"> Effective team player, but able to think and work independently Ability to keep abreast of emerging technologies and developments relating to IT issues, good practice and legislation Commitment to professional development Ability to work flexibly to support after school events and IT project implementations as required 		<ul style="list-style-type: none"> Application form Interview Assessment (Practical testing)
Relationships	<ul style="list-style-type: none"> Positivity Ability to listen and take advice Contribution to the Team Ability to build effective relationships with contractors and suppliers Ability to communicate effectively with a wide range of staff and students 		<ul style="list-style-type: none"> Application form interview
Character and personality	<ul style="list-style-type: none"> Reliability Sense of humour Self- motivation Flexibility and adaptability Ability to multi-task Attention to detail Patience 		<ul style="list-style-type: none"> Application form interview

	<ul style="list-style-type: none">• Sensitivity, diplomacy and tact• Committed to continuous self-improvement		
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