

PERSON SPECIFICATION – IT Technician

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good literacy and numeracy skills • Willingness to undertake any necessary training and induction programmes to support the role 	<ul style="list-style-type: none"> • A level or GCSE passes in English & Maths grade C or above
Work Experience	<ul style="list-style-type: none"> • ICT-focused voluntary work, work experience scheme or paid employment 	<ul style="list-style-type: none"> • Working with and supporting adults and children • Working in an ICT support or customer services role
Personal Qualities	<ul style="list-style-type: none"> • Positive attitude • Motivated • Team Player • Trustworthy • Patient • Calm • Comfortable working with young people • Excellent communication skills 	
Job Related Skills	<ul style="list-style-type: none"> • Effective communication both verbal and written • Maintain a smart appearance and pleasant manner • Ability to work positively as a team member • Punctual and reliable • Excellent ICT skills, i.e. Office applications • Working understanding of Windows 7 and above • Working understanding of computer hardware • Ability to relate well to young people and other members of the Academy team • Work constructively as part of a team, understanding office roles and responsibilities • Ability to self-evaluate learning needs and to seek learning opportunities • Ability to analyse and troubleshoot hardware/software problems 	<ul style="list-style-type: none"> • An understanding of the curriculum • Understanding of Active Directory & Group Policy • Understanding of common networking protocols e.g. TCP/IP, DNS, DHCP
Other requirements	<ul style="list-style-type: none"> • Willingness to work within the Academy ethos • Willingness to work co-operatively with the whole Academy to achieve common goals • Ability to adapt and be flexible 	