

Person Specification

IT technician



Attributes	Essential	Desirable	How assessed
1. Qualifications and training	GCSE or equivalent in 3-5 subjects Minimum 2 years in a similar role Willingness to undertake training Generic IT qualification	Appropriate First Aid training	Application form References Letter of application
2. Experience	Experience of working with IT packages and software and a background in IT hardware and computing networks Experience of working with an MIS system e.g. Capita SIMS with the ability to adapt readily to different software Experience and understanding of supporting a Windows Desktop Environment and working with Windows Desktop deployment and Imaging Technologies Experience using and managing Frog VLE platform.	Previous experience of working in a school or similar educational establishment with school information systems Exposure to VMware and Veeam backup & replication software, Microsoft 365 and Windows server 2012 and 2019,	Application form References Interview Letter of application
3. Knowledge and Competence	Good literacy and numeracy skills In depth knowledge and previous use of software such as Microsoft and bespoke packages	Awareness and understanding of the Academy's policies and procedures particularly in relation to e-safety and safeguarding Awareness of policies and procedures relating to child protection and safeguarding,	Application form References Interview Letter of application

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	<p>Knowledge of safeguarding responsibilities when working with children and young people in an educational setting</p> <p>Knowledge and competent with network topologies and infrastructures.</p> <p>Demonstrate competent knowledge in Computer architecture.</p>	<p>health, safety and security, equal opportunities, confidentiality and data protection</p> <p>Knowledge in website principles; HTML, PHP etc. and Wordpress</p>	
4. Understanding	<p>Friendly, flexible and courteous manner and demonstrate effective team working within the academy and with external service provider Should be able to demonstrate confidentiality of information as required</p> <p>Ability to work with a high degree of accuracy and particular attention to detail.</p> <p>Able to work under pressure and to competing deadlines practising time management in accordance with requirements</p>	<p>Understanding of the Microsoft Office suite of products</p> <p>Understanding of windows server technologies in active directory, group policy, DHCP and DNS</p>	<p>Application form References Interview Letter of application</p>
5. Skills	<p>Excellent communication, negotiation and interpersonal skills.</p> <p>Ability work on own initiative and manage own workload effectively with the ability to prioritise tasks as required to meet strict deadlines</p>	<p>Ability to 'multi-task' when needed</p> <p>Install and diagnose faults with data cabling (CAT 5e & 6, fibre optic)</p>	<p>Application form References Interview Letter of application</p>

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	Be able to diagnose complex technical faults.		
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