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## Person Specification: IT Technician

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| **Attributes** | **Essential** | **Desirable** | **How IDENTIFIED** |
| **Education, Training and Experience** | * Good working knowledge of Microsoft Desktop Operating Systems and Applications. * Flexible approach to working. | * Experience in the workplace. * Knowledge of Server 2016/2019. | Application form and interview. |
| **Skills and Knowledge** | * Excellent Communication skills both oral & written. * Ability to maintain confidentiality at all times. * Understanding of the needs of staff and students in a school. * Demonstrates enthusiasm for new technologies and developments in the industry. * Ability to carry and set-up IT equipment. | * Problem-solving and resolution abilities on a wide range of software, hardware and network issues. | Application form and interview |
| **Personal Qualities** | * Ability to meet deadlines & work under pressure. * Good organisations skills and self-management. * Excellent interpersonal skills. * Ability to work as part of a team, open, friendly, polite and flexible. * Enthusiasm & commitment to hard work. * Good sense of humour. * Willingness to undertake CPD as appropriate. | * Methodical approach to work, attention to detail important. | Application form and interview. |
| **Safeguarding** | * Able to demonstrate an understanding of safeguarding | * Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity. | Application form and interview. |