

**ICT Network Manager – Person Specification**

**[A] Training and Qualifications**

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|  | Essential or Desirable | How/when measured |
| Industry recognised qualifications, such as those accredited by Microsoft, Cisco or ITIL | E | A/I/R |

**[B] Knowledge and Experience**

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| Experience of giving technical advice/guidance and explaining complicated matters to others, appropriate to the level of their understanding. | E | A/I/R |
| Experience of installing, configuring and testing computer hardware, network operating systems, local area networks, servers, local area networks, servers, upgrades, software, peripheral equipment and wireless networks. | E | A/I/R |
| Experience of following financial procedures and considering value for money when ordering new goods. | E | A/I/R |
| Experience of writing reports, keeping records, producing statistics/performance indicators and contributing to the review of procedures and processes. | E | A/I/R |
| Experience of designing and delivering training material to improve ICT literacy and/or use different ICT hardware.  | E | A/I/R |
| Experience of working/volunteering with children and/or young people.  | D | A/I/R |

**[C] Professional Knowledge and Understanding**

***Applicants should be able to demonstrate a good knowledge and understanding of the following areas relevant to the phase and to Catholic education:***

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| --- | --- | --- |
|  | Essential or Desirable | How/when measured |
| Communication skills to share ideas clearly and persuasively, both verbally and in writing. | E | A/I/R |
| Analytical skills to investigate complex problems and information, drawing conclusions and recommendations for action. | E | A/I/R |
| Initiative to resolve unanticipated problems without reference to a manager, taking in to account associated risks and alternative solutions.  | E | A/I/R |
| Teamwork skills to support others to promote and achieve the wider aims and objectives of the school, including sharing knowledge, meeting deadlines and keeping quality standards consistent.  | E | A/I/R |
| Organisational skills to plan own workload and that of the team, prioritising and re-prioritising tasks to meet potentially conflicting deadlines.  | E | A/I/R |

**[D] Personal and Professional Skills, Qualities and Attributes**

***Applicants should be able to provide evidence that they have the necessary qualities and attributes required by the post. These qualities may be demonstrated in a letter of application; however, it is more likely that they will be more fully assessed during the interview process and from the references. Within the context of a Catholic school applicants should be able to demonstrate:***

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| --- | --- | --- |
|  | Essential or Desirable | How/when measured |
| Understanding of the National Curriculum in relation to ICT and Computer studies, and a broad understanding of the rest of the National Curriculum at Key Stage 3 and 4  | E | A/I/R |
| Knowledge of WAN/LAN technologies. | E | A/I/R |
| Knowledge of web design | E | A/I/R |
| Knowledge of potential health and safety risks and issues working with computers and electrical equipment.  | E | A/I/R |
| An understanding of the wider safeguarding agenda working with children and young people. | E | A/I/R |
| Knowledge of ICT security issues and latest technology and techniques to ensure the business of the school is protected and pupils are kept safe.  | E | I/R |
| Understanding of the importance of data protection and confidentiality within the school environment.  | E | I/R |
| Able to work flexibly according to the needs of the school between activities supporting pupil’s learning and activities supporting the smooth and effective running of the school.  | E | I/R |

**[E] Application Form and Letter**

*The appropriate application form should be* ***fully completed*** *and legible. The letter should be clear, concise and related to the specifics of the post identified as ‘A’ above. It should be no more than two sides of A4 in size 12 font.*

**[F] Confidential References and Reports**

*Up to three referees should be nominated.*

*Only written references and reports should be provided and these should include a strong level of support for relevant professional and personal knowledge, skills and abilities referred to above. They should also provide:*

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| A positive and supportive faith reference from a priest where the applicant regularly worships. | D |
| A positive recommendation from current employer  | E |