

# Person Specification



## IT Technician

Criteria	Essential to basic performance of job	Desirable for fully competent performance of job
<b>TRAINING AND QUALIFICATIONS</b>		
	<ul style="list-style-type: none"> <li>• Educated to GCSE grade C or above in Maths and English/Equivalent</li> <li>• IT NVQ Level 2/Equivalent</li> <li>• Current clean driving licence</li> </ul>	
<b>SAFEGUARDING</b>		
	<ul style="list-style-type: none"> <li>• Understanding of responsibilities of a member of Trust staff in ensuring compliance with Health &amp; Safety Legislation and practice</li> <li>• Clear commitment to and understanding of Child Protections matters, Safeguarding Legislation and practice</li> </ul>	
<b>PROFESSIONAL KNOWLEDGE AND UNDERSTANDING</b>		
	<ul style="list-style-type: none"> <li>• Experience of working in a school or customer-based establishment.</li> <li>• Experience of Windows desktop operating systems.</li> <li>• Basic knowledge of wireless networks</li> <li>• Experience of repairing/maintaining/upgrading IT equipment</li> <li>• Knowledge of Microsoft Office</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Google Workspace and its embedded tools</li> <li>• Knowledge of MIS Systems</li> <li>• Experience of working within an IT environment, diagnosing and solving problems.</li> </ul>
<b>PERSONAL SKILLS AND ABILITIES</b>		
	<ul style="list-style-type: none"> <li>• Ability to take the initiative.</li> <li>• Ability to work flexibly to meet the needs of the post.</li> <li>• Ability to use keyboard, mouse and other equipment accurately and as necessary to the role.</li> <li>• Manual handling skills for the safe lifting and handling of equipment.</li> <li>• Ability to use hand tools e.g. screwdrivers/specialist IT tools.</li> <li>• Ability to be resilient and good humoured when working under pressure.</li> <li>• Self-motivated with excellent organisational skills and the ability to prioritise workload effectively.</li> <li>• Committed to securing equality, ensuring inclusion, addressing diversity and access throughout the school.</li> <li>• Must have own car, clean driving licence and be willing to travel between different sites</li> </ul>	<ul style="list-style-type: none"> <li>• Outstanding communication skills to a range of audiences</li> <li>• Ability to collaborate effectively with other partners and build/maintain good relationships with all stakeholders.</li> </ul>