**Northern Education Trust**

**Person Specification –** Academies ICT Manager

**Application Stage**

The following criteria will be used to short-list during the application and interview stages:

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| A | ESSENTIAL TRAINING AND QUALIFICATIONS | Application | Interview |
| 1 | A\*-C in GCSE English and Maths | Yes |  |
| 2 | Relevant degree or equivalent | Yes |  |
| 3 | Evidence of recent further professional learning | Yes | Yes |
| A | DESIRABLE TRAINING AND QUALIFICATIONS | Application | Interview |
| 1 | Professional Qualification | Yes |  |
| 2 | Have completed a course on Customer Services/Support (ICT) | Yes |  |
| B | ESSENTIAL WORK RELATED EXPERIENCE AND ASSOCIATED SKILLS | Application | Interview |
| 1 | Recent substantial successful experience of working in a busy ICT environment | Yes | Yes |
| 2 | Technically experienced with a proven ICT record including delivering complex systems / networks as to enable ICT to meet the needs of academies / students.  | Yes | Yes |
| 3 | Experience of managing and developing staff including effective performance reviews and continuous service reviews  | Yes | Yes |
| 4 | The ability to liaise with internet service providers and other suppliers or contractors in relation to routine matters and fixing simple faults | Yes |  |
| 5 | Extensive Knowledge of Microsoft Windows OS. | Yes |  |
|  | Extensive Knowledge of Apple OSx and IOS. | Yes |  |
| 6 | Knowledge of software and network integrity and security | Yes | Yes |
| 7 | Using a Service desk/Helpdesk to record and respond to logged issues. | Yes |  |
| 8 | The ability to install, test and maintain hardware and software for networks and stand-alone use | Yes |  |
| 9 | Proven ability to create and lead an ICT team to best support academies / students needs | Yes |  |
| 10 | Expert understanding of the configuration and deployment of Microsoft desktop operating systems; including configuration using Active Directory. | Yes |  |
| 11 | Knowledge of health and safety requirements | Yes | Yes |
| B | DESIRABLE EXPERIENCE OF SCHOOL ICT | Application | Interview |
| 1 | Ability to provide in-service training to colleagues | Yes | Yes |
| 2 | Experience of working in more than one school | Yes |  |
| 3 | Ability to evaluate the software used in the classroom | Yes | Yes |
| C | ESSENTIAL PROFESSIONAL KNOWLEDGE AND UNDERSTANDING | Application | Interview |
| 1 | Evidence of knowledge and understanding of risk management  | Yes | Yes |
| 2 | Evidence of knowledge and understanding of safeguarding issues | Yes | Yes |
| C | DESIRABLE PROFESSIONAL KNOWLEDGE AND UNDERSTANDING | Application | Interview |
| 1 | Knowledge of the role of Academy Trust members and Governors |  | Yes |

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| --- | --- | --- | --- |
| A | PERSONAL ATTRIBUTES/SKILLS | Application | Interview |
| 1 | A commitment to equality and diversity |  | Yes |
| 2 | A profound commitment to the vision and ethos of the Trust and the maintenance of excellent standards. |  | Yes |
| 3 | High standards of integrity and a positive role model for pupils, staff, parents and the wider community |  | Yes |
| 4 | An ability to challenge and motivate others to create high performing team work  |  | Yes |
| 5 | The ability to communicate, orally and in writing, clearly and effectively and to understand the view of others |  | Yes |
| 6 | An ability to analyse and interpret information to make calm, informed decisions and exercise good judgement even when under pressure |  | Yes |
| 8 | The ability to plan time effectively and to organise oneself well |  | Yes |
| 9 | Stamina, resilience, reliability and integrity |  | Yes |
| 10 | An understanding of the value of a successful work life balance for self and others |  | Yes |
| 11 | Full current driving licence or access to a means of mobility support.  | Yes |  |
| B | SPECIAL WORKING CONDITIONS |  |  |
| 1 | Occasional working outside of normal school hours may be required |  | Yes |