



The Market Weighton School

PERSON SPECIFICATION

POST: ICT Network Manager

	JOB REQUIREMENTS	Essential	Desirable	* How assessed
Qualifications and experience	NVQ L4 or equivalent in an ICT related subject	▪		A
	Up to date theoretical knowledge of ICT, equipment, hardware and software applications		▪	A & I
	Theoretical knowledge of ICT management techniques and practices	▪		A & I
	Knowledge of Microsoft Office Applications and other software packages; Microsoft Active directory, Office 365 administration and system management (group policy)		▪	A & I
	Up to date knowledge of developments within ICT		▪	A, T & I
	Experience of all aspects of ICT technical support provision	▪		A
	Experience of managing server-related technologies and software	▪		A & I
	Experience of working in an ICT related environment	▪		A & I
	Experience of delivering technical/specialist user training		▪	A & I
	Network Management experience	▪		A & I
	Experience in Data Protection /Information Security	▪		A & I
	Willingness to undertake training as required	▪		A & I
	Ability to work to deadlines and a willingness to respond positively to all aspects of work	▪		A & I
	Effective team worker	▪		A R & I

Personal and interpersonal	Ability to be an effective timekeeper and able to manage and organise their own time	▪		A R & I
	Good oral, listening and written communication skills	▪		A R & I
	Ability to use initiative – problem solving, self-motivated	▪		A R & I
	Demonstrable attention to detail	▪		A & T

	Helpful and positive attitude within a busy working environment	▪		I
	Ensure image is respectable and professional at all times	▪		I
	Excellent telephone manner	▪		A & R
	Excellent Keyboard skills		▪	A R & T
	Ability to work independently and achieve the administration tasks of the team whilst frequently interrupted in a busy work environment	▪		A R & I
	Ability to maintain a calm approach and work effectively under pressure		▪	A R & I
Staff Development	Flexible to working patterns	▪		I
	A commitment to the responsibility of safeguarding and promoting the welfare of young people	▪		I
Child Protection	Enhanced DSB disclosure (<i>to be completed by preferred candidate following interview</i>)	▪		
	Willingness to undertake Child Protection and Recognition of Abuse training when required	▪		I

* A = By Application, R = By References, I = Assessed at Interview, T = Skills Test