

# PERSON SPECIFICATION FORM

<b>Job Title: ICT TECHNICIAN</b>	<b>Grade: Grade 4</b>	
<b>Whitworth Community High School</b>		
	Essential	Desirable
<b>Qualifications &amp; Training</b>		
5 GCSEs A – C including Maths and English or equivalent	E	
ICT qualification – recognised BTEC qualification in computing or equivalent		D
<b>Experience</b>		
Minimum 3 Years in an ICT support role		D
Working in a Educational Environment		D
<b>Knowledge, Qualities and Abilities</b>		
Experience of delivering IT services within a school environment		D
Experience of working with the Google Admin Console		D
Experience of working with Active Directory and Group Policies		D
Experience of using backup software and ensuring data is backed up correctly		D
Experience of using Google Apps online applications		D
Configuration/installation of networking devices such as switches and routers		D
Excellent organisational skills	E	
Highly organised and motivated	E	
Demonstrate personal and professional integrity	E	
Ability to prioritise, plan and organise self	E	
Ability to meet deadlines	E	
Ability to work accurately under pressure in a very busy environment	E	
Ability to work as part of a team	E	
Ability to work in partnership with all staff, teaching and support, governors and parents with resilience and enthusiasm	E	
Good timekeeping	E	
Excellent health and attendance record	E	
Discreet & confidential whilst remaining professional, tactful & sensitive	E	
Warm approachable manner with good inter-personal skills	E	
Flexible attitude to work including; working hours, demands and changes in the role and willingness to be involved in the school	E	
An understanding of Safeguarding Issues	E	
<b>Other Requirements</b>		
Willing to undertake training as necessary including First Aid	E	
Application form should be completed in full	E	
Should address the headings in the person specification	E	
Ability to meet the enhanced DBS disclosure	E	
<b>Confidential References and Reports</b>		
Written references only will be considered	E	
References will confirm professional and personal knowledge, skills and abilities as referred to above	E	
Any successful candidate will be asked to complete a medical questionnaire	E	

**This post has significant access to children and young people and as such the successful candidate will be expected to undergo a Criminal Records Bureau fully enhanced check (DBS)**

**Please note that the successful candidate will be asked to show original copies of qualifications and proof of identity as final confirmation.**