Brighouse
High School

Range of Duties	Essential	Desirable	How Identified
Qualifications	5 GCSE grade C and above including Maths and English	IT Related qualification	Application Form
Experience	Provision of advice and assistance to users Proven problem solving capabilities Good written and oral communication skills Proven organisational skills	Experience of computer support including: • ICT system installation, configuration and basic hardware maintenance • Supporting Local Area Networks • Supporting Microsoft Windows 10 and 11 • Supporting multimedia Experience of Internet and email Experience of building and maintaining websites/VLE Experience of working in a school or local government environment	Application Form/Interview
Skills	Ability to develop a good working relationship with a wide range of client staff. A good understanding of the legal, security and moral issues relating to the use of ICT in schools. Ability to work to tight deadlines. Ability to work effectively as part of a team. Ability to work with a minimum of supervision.	Knowledge of Microsoft Windows XP Professional and Microsoft Office Knowledge of ICT systems and administration software used in schools (especially Bromcom)	Application Form/Interview
Attitudes	Good telephone manner Desire to provide a quality service Ability to respond effectively in a high pressure environment Helpful and patient attitude Good Listening Skills	Driving License	Interview