



IT Technician Person Specification

The following are essential or desirable characteristics associated with the post above at Ermysted's Grammar School. Evidence will be drawn from the application form or explored at interview.

	Essential	Desirable
Qualifications GCSE Grade 4 or above (or equivalent) in English and Mathematics Industry recognised qualifications (e.g. those accredited by Microsoft, Cisco, etc.) Evidence of further relevant qualifications or training	✓	✓ ✓
Experience Experience of using a range of ICT systems Experience of solving a range of ICT related problems Experience of delivering technical advice and basic training Network Management experience Experience of ensuring Information Security Experience of working in a school	✓ ✓	✓ ✓ ✓ ✓
Knowledge Up to date technical knowledge of ICT hardware and software applications Knowledge of Microsoft Office Applications and other software packages Up to date knowledge of developments within IT Willingness to undertake training relevant to the role	✓ ✓ ✓	✓
Skills Good time management and ability to work under pressure and meet deadlines Ability to manage a complex workload Ability to work successfully in a team Confidentiality Good written and verbal communication skills: able to communicate effectively and clearly with a range of staff, pupils and parents. Demonstrable IT skills and ability to use them as part of the learning process Ability to exercise initiative Problem solving and analytical skills	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	

Continued overleaf

	Essential	Desirable
Other		
Enhanced DBS clearance	✓	
Be committed to the School's policy and ethos	✓	
Be committed to continual professional development	✓	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	
Ability to work outside of school hours	✓	
Able to exercise discretion and judgement	✓	
Flexibility	✓	
The ability to converse at ease with stakeholders and provide advice in accurate spoken English is essential for the post	✓	

To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work commensurate with the level of responsibility of the role not specifically referred to above.

Ermysted's Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be expected to undergo enhanced DBS clearance.