

**PERSON SPECIFICATION**

**POST TITLE: IT Technician**

<b>Essential Criteria</b>	<b>How Identified</b>
<p><b>SKILLS</b></p> <ul style="list-style-type: none"> <li>• Familiarity with Windows 10/11, iOS and Office 2019, including Office 365</li> <li>• Repair and maintenance of IT equipment including laser printers</li> <li>• Ability to communicate orally or in writing with colleagues and pupils</li> <li>• Meet deadlines and targets; support colleagues in meeting their targets</li> </ul> <p><b>QUALIFICATIONS/TRAINING</b></p> <ul style="list-style-type: none"> <li>• Willingness to participate in development and training opportunities</li> </ul>	<p>Application Form and Selection Process</p> <p>Application Form and Test (changing windows &amp; basic part replacement)</p> <p>Application Form and Selection Process</p> <p>Application Form and Selection Process</p> <p>Application Form and Selection Process</p>
<b>Desirable Criteria</b>	<b>How Identified</b>
<p><b>QUALIFICATIONS/TRAINING</b></p> <ul style="list-style-type: none"> <li>• To hold an A Level in Computing or equivalent IT Qualification</li> <li>• To have a good working knowledge of PowerPoint, Publisher software and be able to create Mail Merge documents</li> <li>• Familiarity with any or all of Adobe, Dreamweaver, etc</li> <li>• To hold the required qualification for Portable Appliance Testing (PAT) or have the ability to train for PAT testing.</li> <li>• Basic HTML Coding</li> </ul>	<p>Application Form</p> <p>Application Form and Selection Process</p> <p>Application Form and Selection Process</p> <p>Application Form and Selection Process</p> <p>Application Form and Selection Process</p>