



The Cotswold School Academy Trust – Person Specification

IT Technician

Qualifications and Experience		
Essential	Desirable	Evidence
<ul style="list-style-type: none"> • A good general education, with a minimum of GCSE A-C (or equivalent) in numeracy, literacy and ICT • A detailed knowledge of using and maintaining IT equipment • Experience of working in a busy office to tight deadlines 	<ul style="list-style-type: none"> • Experience of working in a school environment • Experience of working within an IT department 	Application form Letter of Application References Interview Certificate/s (to be available at interview)

Knowledge and Skills		
Essential	Desirable	Evidence
<ul style="list-style-type: none"> • Ability to maintain confidentiality • Ability to work calmly, carefully and quickly under pressure • Ability to communicate effectively at all levels • Ability to work independently and as part of a team • Ability to use own initiative and to prioritise effectively • Commitment to high standards • A willingness to undertake appropriate training 	Understanding the issues facing schools	Application form Letter of application References Interview