



Person Specification for IT Administrator - *Full time*

The personal qualities that the applicant requires to perform effectively in the role and to ensure that the applicant safeguards and promotes the welfare of children and young people:

- A business-like appearance and presence
- A pleasant and friendly approach
- Quick learner and a willingness to continue learning
- Hard working
- Honest
- Loyal
- Conscientious – goes the extra mile
- Punctual
- Have initiative
- Work under pressure
- Be numerate
- Be discreet
- Be organised and reliable
- Be resourceful
- Work flexibly
- Sense of humour
- Loyal to the school and supportive of its aims and objectives
- Willing to abide by the schools' terms and conditions of employment

Personal qualities specific to the role

- Excellent communication skills and telephone manner
- Very good organisational skills
- An ability to work independently and manage own time
- An ability to use initiative to ensure excellent service
- Can work well under pressure

The 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 post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times.

If in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the school's child protection officer or to the Headmaster/Headmistress (if different).