

PERSON SPECIFICATION

Qualifications and awards	Essential	Desirable	How tested
Good general standard of education including GCSE grade A-C (or equivalent) in English	X		
I.T. Qualification		X	
MCSE		X	
ITIL		X	
Professional Knowledge and Experience			
IT Technician or managerial role in a similar organisation.	X		
Managing and overseeing IT Projects	X		
Ability to organise and prioritise workload, manage multiple activities with consideration of deadlines	X		
Budget control and management	X		
Experience in general office administration	X		
Team working and leading	X		
Experience of working in education		X	
Moodle		X	
Cisco		X	
- In-depth knowledge of the following: - Ethernet, LANS, WANS - Wireless networks - Windows server 2012,2016 - SCCM, Powershell and HyperV - Microsoft SQL - Linux - Windows 10 and Office 2016 - Active Directory and Office 365	X		
Interpersonal Skills/ Intellectual ability			
Excellent Interpersonal skills	X		
Good understanding / experience of technical aspects of computers	X		
Ability to trouble-shoot	X		
Ability to work independently and as part of a team	X		
Ability to deal with constant interruption and remain calm under pressure	X		
Good Oral and written communication skills	X		
Able to communicate well with people at all levels	X		

Particular Requirements			
• Ability to deal with matters in a confidential manner	X		
• Evidence of ongoing continuous professional development	X		
• Flexible - out of hours work when needed	X		

The Person Specification details the principal skills and personal attributes the post holder must possess and actively demonstrate in order to effectively fulfil the role. The criteria are ranked as 'Essential' and 'Desirable' and your application form should demonstrate how you meet each individual criterion and possess the key skills relevant to the job.

The ranking of criteria on the person specification can be explained as follows:

Essential The successful candidate must meet the Essential criteria in full on the first day of commencing in post, in order to be able to effectively fulfil the role to which he/she has been appointed.

Desirable The post holder needs to meet the Desirable criteria to fulfil the role on a longer-term, permanent basis. The successful candidate would be expected to develop his/her skills and knowledge within an agreed timescale (usually within six to twelve months of his/her start date) to meet the Desirable criteria in full, if they are unable to demonstrate they meet these criteria at short-listing and interview stage.

Criteria will be measured through a number of methods, the key to which is as follows:

A = **Application**
I = **Interview**
T = **Test**
C = **Certificates**
R = **References**
CRB = **Criminal Records Bureau Disclosure**

These letters are used in the 'Assessment Method(s)' column on the employee specification to identify to you the combination of methods we will use to assess you against the requirements of the position for which you are applying. In the first instance your application form will be used to determine the extent to which you meet the criteria for the role and will inform our short-listing decisions.

Where criteria are to be identified through the Interview and/or Test(s), these may involve scenario-based or hypothetical questions and a combination of written exercises, literacy and/or numeracy assessments, presentations, and any other practical assessments relevant to the role.