

EMPLOYEE SPECIFICATION

JOB TITLE: ICT Technician Manager (Assistant Network)

GRADE: 8 FULLTIME

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
1.	RELEVANT EXPERIENCE	1.1	Experience of providing IT technical support and advice to end users.	Application Form/ Selection Process	E
		1.2	Experience of managing / supervising staff.	Application Form/ Selection Process	D
		1.3	Previous experience of working in a school environment	Application Form/ Selection Process	D
2.	EDUCATION AND TRAINING ATTAINMENTS	2.1	Relevant qualification or equivalent experience within ICT support.	Application Form/ Selection Process	E
		2.2	- Knowledge of Microsoft desktop and server operating systems including User Management, access control & security - Knowledge and experience of Microsoft Office troubleshooting and support - Knowledge & management of the school's IT administration including Microsoft technologies. E.g. Active Directory, Group Policy, Windows Development Services, Windows Server Update Services, DHCP, DNS, DFS, TCP/IP - Knowledge & experience of server, personal computer and laptop hardware construction and maintenance - Experience of IP telephone installation and management - Experience of peripheral maintenance and deployment including network deployment. - Knowledge & experience of VMware management, deployment and administration - Knowledge and experience of HP, Aruba & other managed and unmanaged switches - Experience and knowledge of Microsoft Exchange - Office 365 and Outlook administration - Knowledge of Microsoft Sharepoint online - Experience of SIMS and other Finance software - Knowledge of scripting language: Powershell, Python - Knowledge and experience of Microsoft SQL Server	Application Form/ Selection Process Certificates	D

			• Knowledge of network based software and operating system deployment • Knowledge and experience of Ubuntu Linux servers • Knowledge of CCTV and door access control systems • Experience of firewall administration (Smoothwall), anti-virus (Sophos) • Understanding of ICT Security threats, including virus threats, backup and recovery and physical threats like fire and theft • Knowledge of Internet content filtering and security. • Knowledge of the school's IT security and network integrity, to include the monitoring of E-Safety.		
	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
3.	GENERAL AND SPECIAL KNOWLEDGE	3.1	Understanding of and commitment to Equality and Diversity issues and how they relate to duties of the post.	Selection Process	E
		3.2	Understanding of the basic principles of customer care	Selection Process	E
		3.3	Knowledge of Health and Safety legislation and its impact on the role	Application Form / Selection Process	D
		3.4	In depth knowledge of most of the areas listed in 2.2	Selection Process	D
		3.5	Knowledge of relevant policies / codes of practise / legislation -relating to safe use of ICT including latest GDPR requirements	Selection Process	D
D	SKILLS AND ABILITIES	4.1	Ability to work on own initiative and contribute to the effective working of a team	Application Form/ Selection Process	E
		4.2	Be able to prioritise and produce accurate work, working to tight deadlines – including an awareness of when to seek further support.	Selection Process	E
		4.3	Ability to communicate effectively at all levels	Selection Process	E
		4.4	Ability to manage installation of new equipment as well as the tendering process	Application Form/ Selection Process	D
		4.5	Ability to carry out investigations and experiments	Selection Process	D
5.	ANY ADDITIONAL FACTORS	5.1	Commitment to ongoing personal training and development.	Selection Process	E
		5.2	Ability to be adaptable and flexible to the needs of the school	Selection Process	E

E – Essential D – Desirable

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview etc.