

IT SYSTEM ADMINISTRATOR: PERSON SPECIFICATION

Essential	Desirable	Evidence
Qualifications and experience		
- Studied to a minimum standard of GCSE grade 4 or equivalent, in English and mathematics. - ICT related qualifications. - Experience of working within an ICT environment, diagnosing and solving problems (at least two years).	- Further education qualification relevant to the field. - Experience of working in a school or similar establishment. - Experience of training staff in ICT. - Experience in the line management of staff.	Application form Letter of application References Interviews Certificate/s (to be available at interview)
Knowledge and skills		
- Ability to build and form good relationships with colleagues and students. - Able to lead, develop and motivate a team of staff, delegating duties as required. - Ability to work constructively as part of a team, understanding school roles and responsibilities including own. - Ability to improve own practice/knowledge through self-evaluation and learning from others. - Ability to absorb and understand a wide range of information. - Verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals.	- Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation eg concerning licences. - Working knowledge of designing, developing and maintaining a website.	Application form Letter of application References Interviews

• Good standard of numeracy and literacy skills. • Good analytical and problem solving skills. • Good working knowledge of a range of ICT software, hardware and other resources. • Understanding of networks, LAN, WAN and internet topologies, protocols and techniques together with proven technical background in desktop computers and peripherals. • Can proficiently use office computer software including word-processing, spreadsheet, database and internet systems. • Ability to move and work with heavy equipment unaided.		
Personal qualities		
• Initiative and ability to prioritise one's own work. • Able to follow direction and work in collaboration with her/his line manager. • Able to work flexibly to meet deadlines and respond to unplanned situations. • Efficient and meticulous in organisation. • Desire to enhance and develop skills and knowledge through CPD. • Commitment to the highest standards of child protection and safeguarding. • Recognition of the importance of personal responsibility for health and safety.		Application form Letter of application References Interviews

• Commitment to the school's ethos, aims and its whole community.		
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