

Person Specification IT Technician		Tick relevant column		List code/s*
* Codes: AF = Application Form, I = Interview Process, CQ = Certificate of Qualification, R = References		Essential	Desirable	How identified
1	Qualifications:			
	Recognised relevant ICT Qualification at a good standard	✓		AF/CQ
	Good GCSEs including Grade 5 (or equivalent) or above in English and Maths	✓		AF/CQ
	A degree or Higher Education qualification relative to post.		✓	AF/CQ
2	Experience / Knowledge:			
	ICT-related problem solving	✓		AF/I/R
	Knowledge of PC Hardware	✓		AF/I/R
	Knowledge of Microsoft Windows	✓		AF/I/R
	Understanding of computer networks	✓		AF/I/R
	Knowledge of Microsoft Office Suite	✓		AF/I/R
	Working knowledge of a range of software packages	✓		AF/I/R
	Experience of working in a school setting		✓	AF/I/R
	Experience of working in an IT support environment		✓	AF/I/R
	Knowledge of Linux		✓	AF/I/R
3	Skills and Abilities			
	Effective Communication skills	✓		AF/I/R
	Ability to work through problems using own initiative	✓		AF/I/R
	Flexible and pro-active approach to work	✓		AF/I/R
	High level of personal organisation skills	✓		AF/I/R
	Ability to contribute to team meetings and contribute ideas	✓		AF/I/R
	Understanding of health & safety and safeguarding issues and good practice with filtering & monitoring	✓		AF/I/R
4	Personal Qualities:			
	A passion for IT and supporting users	✓		AF/I/R
	High personal standards in terms of attendance, punctuality and organising workload	✓		AF/I/R
	Willingness to undergo further training and development	✓		AF/I/R
	Positive and enthusiastic approach towards work	✓		AF/I/R
	Professional approach when dealing with all issues and staff	✓		AF/I/R
	Be able to work effectively as part of a team.	✓		AF/I/R
	Flexibility of working hours.	✓		AF/I/R
5	Disclosure of Criminal Record:			
	All posts are subject to a safer recruitment process which includes enhanced criminal records and barring checks, scrutiny of employment history, robust referencing and other vetting checks, including online searches of shortlisted candidates	✓		DBS Disclosure
	Beverley High School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees to share this commitment	✓		