



Kepier

**Person Specification - IT Technician**

Minimum Essential requirements		Method of Assessment
<b>Work Related Skills and Knowledge</b>	Work independently and as part of a team to successfully resolve ICT problems.	Application form/interview
	Excellent organisational skills enabling planning, prioritising and delivering of work to tight deadlines.	Interview
	Excellent communication skills, verbally and in writing, with a range of people.	Interview
	Deliver required outputs within specified timescales in accordance with relevant installation standards.	Application form/interview
	Demonstrate good understanding of MS Windows applications and operating systems.	Application form/interview
	Demonstrate a proven track record of developing and maintaining positive working relationships with colleagues and stakeholders, both internal and external.	Application form/interview
<b>Experience/ Education/ Training</b>	Good basic education (including GCSE grade A* - C in Maths and English or equivalent, for example NVQ level 2)	Application form/interview
	Good ICT skills including high standards of word processing including creating and writing reports in SIMS or similar educational database.	Application form/interview
	Experience in supporting different mobile devices. Good knowledge of data protection issues and e-safety. Experience of firewall appliances.	Application form/interview
<b>Other Requirements</b>	Ability to work flexibly (early/late) to meet school operational requirements.	Application form/interview
	A strong interest in and commitment to continuous personal learning and development.	Application form/interview
	Developing and maintaining positive working relationships with stakeholders and colleagues.	Application form/interview
	Excellent oral communication skills.	Application form/interview
	Support implementation and integration of ICT Applications.	Application form/interview
	Ability to use own initiative	Application form/interview