



**HALL GREEN SCHOOL
PERSON SPECIFICATION
POST: ICT TECHNICIAN**

Salary Range/Grade: Grade 3, Point 17 - 21

Responsible to: Network Manager

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E): without which candidate would be rejected

Desirable (D): useful for choosing between two good candidates.

Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.

Attributes	Essential	How Measured A – Application I – Interview Q – Qualification R – Reference	Desirable	How Measured A – Application I – Interview Q – Qualification R – Reference
Experience	<ul style="list-style-type: none"> • Demonstrable ICT support experience 	A, I, Q	<ul style="list-style-type: none"> • Experience of working in a school environment 	A, I
Skills/Abilities	<ul style="list-style-type: none"> • Excellent IT skills and computer literacy • Ability to demonstrate practical troubleshooting and problem analysis techniques • Able to develop constructive working relationships with all staff, whilst maintaining a high level of professionalism • Able to communicate effectively with staff and pupils in a professional manner, face to face, on the telephone and in writing • Attention to detail and ability to show initiative • Able to organise workload without supervision • Able to work under pressure, including interruptions such as conflicting demands on time 	<p>A, I, Q</p> <p>A, I</p> <p>A, I, Q</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p>		A, I

Attributes	Essential	How Measured A – Application I – Interview Q – Qualification R – Reference	Desirable	How Measured A – Application I – Interview Q – Qualification R – Reference
Competencies	<ul style="list-style-type: none"> • Able to form appropriate relationships with young people 	A, I		
Specialist Knowledge	<ul style="list-style-type: none"> • Working knowledge of Microsoft Windows client operating systems as well as various software packages including Microsoft Office 	A, I, Q	<ul style="list-style-type: none"> • Experience with Windows Server, Active Directory and Group Policy • Experience of the school MIS system (SIMS) • Programming experience in Python to assist when required with Computer Science lessons • Knowledge of MAC client operating systems 	 A, I A, I A, I A, I
Education and Training	<ul style="list-style-type: none"> • Willing to undertake training and development activities 	A, I		
Equal Opportunities	<ul style="list-style-type: none"> • Knowledge of and commitment to equal opportunities issues as they relate to education and schools 	A, I, R		
Other Requirements			<ul style="list-style-type: none"> • Willingness to adjust working arrangements to suit the changing needs and demands of the school (occasional) 	A, I

(A = Application Form, I = Interview, Q = Proof of Qualification or evidence of relevant recent experience)

We will consider any reasonable adjustments under the terms of the Equality Act 2010 to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

Hall Green School is committed to safeguarding and promoting the welfare of its pupils and expects all those working at the School to share this commitment. Successful applicants will be required to undergo pre-appointment checks appropriate to the post, including checks with past employers and Enhanced Disclosure and Barring Checks.