

Appointment of an IT Technician
Part Time (25 hours per week, term time only plus 3 weeks)

Person Specification		
Selection Criteria	Essential/ Desirable	Assessment
Experience		
Minimum of 2 years' experience with the troubleshooting of ICT systems and procedures	E	AI
Work within an educational establishment	E	AI
Experience of working with Microsoft operating systems and networks	E	AI
Experience of Apple MDM and an awareness of configurator	E	AI
Involvement with the administration of websites	E	AI
Experience of cloud services and e mail	E	AI
Experience of supporting SIM.net	D	AI
Qualifications/Training		
Has a good level 2 qualification or above in ICT or related field or equivalent working experience	D	A
An ICT relevant Qualification to Degree level or COP TIA A+ Certification	D	A
A willingness to undertake formal training to obtain the necessary skills and knowledge for the role, e.g. new hardware or software	E	AI
Knowledge/Skills		
A high level of organisational skill, including the ability to work independently and collaboratively to support the work of IT and teaching colleagues	E	AI
An effective team player but can think and work independently	E	AI
Organisation of own workload and priorities on a day to day basis using own initiative	E	AI
Skilled in all mainstream applications and has a capacity and desire to learn how to use new IT systems	D	AI
Knowledge of website development and maintenance	D	AI
Knowledge of the Data Protection Act, GDPR and legislation surrounding the safeguarding of children and implications for this on a school network	D	AI
Excellent knowledge of IT hardware	E	AI
Behavioural Attributes		
Demonstrated skills in organising multiple tasks and projects	E	AIR
Able to deal with sensitive information in a confidential manner	E	AIR
Ability to work effectively as part of a team	E	AIR
Strong interpersonal skills with good oral and written communication skills	E	AIR
Has a sense of humour particularly when facing difficult and challenging situations	E	AIR
Other		
Enjoys seeing young people learn in a positive climate and is committed to ensuring all students are supported in making progress	E	AI

SAFER RECRUITMENT STATEMENT

Ribbon Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Key **A – Application, I – Interview, R - Reference**