



# Bishop Wilkinson

## Catholic Education Trust

## SharePoint Developer Person Specification

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Grade: H, £29,577-£32,234 FTE  
 Hours: 37 hours per week, Full Year, Permanent  
 Reports to: Chief Technology Officer

Person Specification	Essential/Desirable
<b>Qualifications &amp; Training</b>	
Degree level qualification	<b>E</b>
Certificate in SharePoint Administration / Office365 management	<b>D</b>
Evidence of Continuous Professional Development	<b>E</b>
<b>Experience</b>	
Experience of working in a school environment	<b>D</b>
Experience of working in an IT support role	<b>E</b>
Demonstrable experience in using Microsoft Office packages, SharePoint design/development, databases, and web technologies	<b>E</b>
Evidence of effective management and monitoring of resources	<b>D</b>
<b>Knowledge and Skills</b>	
Able to communicate effectively at all levels with very good written and oral skills	<b>E</b>
Ability to respect and maintain confidentiality	<b>E</b>
Good understanding of Azure AD, SharePoint, Exchange Online, Security and permissions relating to SharePoint and MS Teams administration	<b>E</b>
Ability to relate to students in a pleasant and empathetic manner and to recognise potential child safeguarding issues	<b>E</b>

Efficient and effective organisational skills	<b>E</b>
Excellent customer service skills and ability to respond quickly as circumstances dictate.	<b>E</b>
Knowledge of software and network integrity and security	<b>E</b>
<b>Personal Attributes</b>	
Ability to work effectively as part of a team, understanding Trust roles and responsibilities and your own position within these.	<b>E</b>
Ability to work flexibly and outside Trust hours if the need arises	<b>E</b>
Ability to travel to schools within the Trust as required	<b>E</b>
A strong commitment to the Trust values and ethos	<b>E</b>
A flexible approach and strong work ethic	<b>E</b>
Commitment to the highest standards of child protection, understanding of safeguarding responsibilities and to follow BWCET safeguarding policies and to the Trust's ethos, aims and its whole community	<b>E</b>
Commitment to equal opportunities	<b>E</b>

**March 2021**