



## **BISHOP CHADWICK CATHOLIC EDUCATION TRUST**

### **PERSON SPECIFICATION**

**POST TITLE:** IT Engineer

**GRADE:** Band 5

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Educational Attainment</b>	<ul style="list-style-type: none"> <li>Qualified to NVQ3/A Level or above in IT or IT equivalent qualification, or equivalent in a relevant field.</li> <li>5 GCSE's A-C including Maths and English.</li> </ul>	<ul style="list-style-type: none"> <li>MCSA Windows Server 2012/2016</li> <li>Cisco CCNA</li> <li>ITIL Foundation</li> <li>Microsoft or CompTIA qualification such as MCP, A+, or Network+</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Certificates</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>Significant experience of working in ICT Support</li> <li>Experience of working with Client Server networks</li> <li>Experience of supporting hardware and software (organising returns, fault finding etc)</li> <li>Experience in managing/maintaining Windows servers specially Active Directory, Group policies, DNS, DHCP</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a school environment</li> <li>Experience of working with third party network management tools</li> <li>Experience of administering Wordpress websites</li> <li>Experience of cashless catering systems/income management systems</li> <li>Knowledge of SCCM for imaging, Apple Mac Server operating system and imaging iMacs.</li> <li>Knowledge and understanding of print management solutions e.g. PaperCut</li> <li>Knowledge and experience of Microsoft Exchange and mailbox management</li> <li>Experience of troubleshooting Remote Desktop Services</li> <li>Knowledge of IP CCTV systems, SAN, Veeam, MS DPM and Hyper-V infrastructure.</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> <li>References</li> </ul>

<b>Knowledge/ Skills/ Aptitudes</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of the latest MS Windows operating systems</li> <li>• Knowledge and understanding of Layer 3 networks, VPN, VLAN, VoIP, wireless LAN</li> <li>• A good understanding of local area networks</li> <li>• Able to set-up and install a varied range of hardware and software</li> <li>• Good written and verbal communication skills</li> <li>• Proven track record of effective Problem Management</li> <li>• Excellent communication, organisational and time management skills; ability to convey complex, technical information with clarity to a range of audiences</li> <li>• Have a willingness to demonstrate commitment to the values and behaviours which flow from the Bishop Chadwick Catholic Education Trust ethos</li> <li>• Positive approach to change and continuous improvement and ability to support and manage others through change</li> <li>• Evidence of excellent relationships with young people and adults</li> <li>• Ability to develop productive working relationships with all stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Able to set-up network infrastructure and fault find where applicable</li> <li>• Awareness of the e-safety agenda</li> </ul>	<ul style="list-style-type: none"> <li>• Interview</li> <li>• References</li> <li>• Technical Scenarios (written assessment)</li> </ul>
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• Flexible approach to work</li> <li>• Committed to further development/learning new skills as required</li> <li>• Committed to the principles of equality and diversity</li> <li>• Supportive of the catholic ethos of the school</li> <li>• Able to work well as part of a team</li> </ul>		<ul style="list-style-type: none"> <li>• Interview</li> <li>• References</li> </ul>

	<ul style="list-style-type: none"> <li>• Able to manage own workload</li> <li>• Able to work to tight deadlines</li> <li>• Enthusiastic approach to Customer Service</li> <li>• Personal Integrity, honesty and sound judgement</li> </ul>		
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>• Full current driving licence or access to a means of mobility support</li> <li>• Enhanced clearance from the Disclosure and Barring Service</li> </ul>		<ul style="list-style-type: none"> <li>• Application form</li> <li>• DBS check</li> </ul>