**SACRED HEART CATHOLIC HIGH SCHOOL**

**PERSON SPECIFICATION FOR IT TECHNICIAN (N6)**

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| **A SKILLS, KNOWLEDGE AND APTITUDES** |
| **Essential**A1 Plan and prioritise workload to meet deadlinesA2 Good knowledge of creating and maintaining user accounts and set up of policies and permissionsA3 Good knowledge of Microsoft operating systems and office software with ability to make upgradesA4 Ability to maintain hardware devicesA5 Knowledge of email systemsA6 Knowledge and willingness to train further in the administration of Office 365A7 Good knowledge of developing and maintaining an Office 365 tenancyA8 Knowledge of filtering solutions and antivirus softwareA9 Knowledge of MIS systems |
|  **B QUALIFICATIONS AND TRAINING** |
| EssentialB1 GCSE passes in Maths and EnglishB2 BTEC National or equivalentB3 IT related qualification/trainingB4 Relevant in-service training |
| **C** **EXPERIENCE** |
| **Essential**C1 Relevant work experience |
| **D PERSONAL QUALITIES** |
| **Essential:-**D1 Ability to work successfully within a teamD2 Ability to communicate effectively with a diverse range of peopleD3 Loyalty and professional discretionD4 Good time managementD5 Willingness to support some after school eventsD6 A sense of humour and capacity to encourage others D7 Professional appearance in dress and mannerD8 Excellent record of attendance and punctualityD9 Satisfactory Enhanced disclosure with the Disclosure and Barring Service  |
| **E SPECIAL REQUIREMENTS** |
| EssentialE1 Willingness to actively support the Christian ethos of the schoolE2 Flexibility to work across the school site **Desirable** E3 Practising and committed Catholic E4 Driving licence *Please note: short-listed applicants will be expected to bring to interview the originals of their qualification certificates.*  |