**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 deadlines  A2 Good knowledge of creating and maintaining user accounts and set up of policies and permissions  A3 Good knowledge of Microsoft operating systems and office software with ability to make upgrades  A4 Ability to maintain hardware devices  A5 Knowledge of email systems  A6 Knowledge and willingness to train further in the administration of Office 365  A7 Good knowledge of developing and maintaining an Office 365 tenancy  A8 Knowledge of filtering solutions and antivirus software  A9 Knowledge of MIS systems |
| **B QUALIFICATIONS AND TRAINING** |
| Essential B1 GCSE passes in Maths and English  B2 BTEC National or equivalent  B3 IT related qualification/training  B4 Relevant in-service training |
| **C** **EXPERIENCE** |
| **Essential**  C1 Relevant work experience |
| **D PERSONAL QUALITIES** |
| **Essential:-**  D1 Ability to work successfully within a team  D2 Ability to communicate effectively with a diverse range of people  D3 Loyalty and professional discretion  D4 Good time management  D5 Willingness to support some after school events  D6 A sense of humour and capacity to encourage others  D7 Professional appearance in dress and manner  D8 Excellent record of attendance and punctuality  D9 Satisfactory Enhanced disclosure with the Disclosure and Barring Service |
| **E SPECIAL REQUIREMENTS** |
| Essential E1 Willingness to actively support the Christian ethos of the school  E2 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.* |