

**CHILDREN’S SERVICES**

**PERSON SPECIFICATION**

**Hebburn Comprehensive School**

**POST TITLE:** ICT / Learning Support Technician

Grade: Band 5

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|  | **ESSENTIAL** | **DESIRABLE** | METHOD OF ASSESSMENT |
| **Educational Attainment** | * Minimum A Level/NVQ level 3 (or equivalent) in a relevant ICT discipline.
* GCSE in Maths and English min Grade A – C
 | * Degree in ICT or degree relevant to post
 | * Application form
* Certificates
* Interview
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| **Work Experience** | * Relevant experience of working with a range of hardware and software
* Experience of disseminating information
 | * Experience of working in an educational setting
 | * Application form
* Interview
* References
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| **Knowledge/**Skills/**Aptitudes** | * Able to install and run educational software
* Able to troubleshoot ICT equipment
* Able to demonstrate the use of ICT and its software to teachers and support staff
 | * Understanding of future considerations of schools
* Knowledge of equipment necessary to deliver the National curriculum
* Knowledge of client server networks
 | * Interview
* References
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| **Disposition** | * Able to develop effective working relationships with adults and children
* Good interpersonal skills, tact, and awareness of the need for confidentiality
* Able to work independently with minimum supervision
* Able to use initiative in contributing to the development of ICT in the schools
* Committed to the principles of equality and diversity
* Flexible approach to work
 | * Able to work under pressure and to meet deadlines
 | * Interview
* References
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| **Circumstances** | * Enhanced clearance from the Disclosure and Barring Service
 |  | * DBS check
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| Technical Requirements | * Experience in managing Windows 10 and associated hardware
* Maintaining printers and other peripherals
* Knowledge of networking in both wired and wireless technologies
* Knowledge of AV Systems
* IT qualification or equivalent training or experience
 | * Office 365
* Microsoft Server 2016-19
* Microsoft Endpoint Manager
* Virtualisation Technologies
* WAN Technologies
* Microsoft Installer Packages
 | * Application form
* Certificates
* Interview
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