

## PERSON SPECIFICATION- IT Apprentice

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, indicating experience and where appropriate citing supporting examples within their application.

<b>Qualifications &amp; Training</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> Experience of working with ICT equipment	<b>E</b>	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> A good knowledge of computing software, hardware and peripherals	<b>E</b>	
<input type="checkbox"/> An understanding of basic computer networking	<b>E</b>	
<input type="checkbox"/> The ability to install and upgrade hardware	<b>E</b>	
<input type="checkbox"/> A knowledge and understanding of websites and their operation	<b>E</b>	
<input type="checkbox"/> Knowledge of basic Health & Safety	<b>D</b>	
<b>Skills &amp; Key Criteria</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> Good time management skills, with an ability to meet competing demands	<b>E</b>	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Good communication skills, including verbal and written	<b>E</b>	
<input type="checkbox"/> Ability to use initiative and 'think on your feet'.	<b>E</b>	
<input type="checkbox"/> Excellent attention to detail and accuracy	<b>E</b>	
<input type="checkbox"/> Excellent IT skills	<b>E</b>	
<input type="checkbox"/> Good customer service skills	<b>E</b>	
<input type="checkbox"/> Being able to communicate with end users at a non-technical level	<b>D</b>	
<input type="checkbox"/> Good troubleshooting skills	<b>D</b>	
<b>Personal Attributes</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> A supportive and co-operative team member	<b>E</b>	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> A flexible approach	<b>E</b>	
<input type="checkbox"/> A positive attitude	<b>E</b>	
<input type="checkbox"/> A commitment to equality	<b>E</b>	
<input type="checkbox"/> Highly motivated and reliable	<b>E</b>	
<input type="checkbox"/> Ability to work outside normal working hours in line with the Trust and community needs	<b>E</b>	
<input type="checkbox"/> Ability to relate well to and communicate with pupils/staff/parents and contractors	<b>E</b>	
<input type="checkbox"/> An understanding, acceptance and adherence to the need for strict confidentiality	<b>E</b>	

<input type="checkbox"/> Ability to work to strict deadlines and prioritise workload	<b>D</b>	
<input type="checkbox"/> A self-motivated and pro-active approach	<b>D</b>	
<input type="checkbox"/> Ability to work as part of a team and contribute to the overall success of the team and the organisation	<b>D</b>	
<input type="checkbox"/> Takes on and achieves targets and project deadlines, gets work done reliably; and understands how own role contributes to business objectives and internal/external customer satisfaction.	<b>D</b>	
<b>Equal Opportunities</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> Candidates should indicate an acceptance of, and a commitment to, the principles of the Academy's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community	<b>E</b>	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Commitment to equal opportunities policies relating to gender, race and disability in an educational context	<b>E</b>	
<b>Safeguarding</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> Commitment to the protection and safeguarding of children and young people	<b>E</b>	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Has up to date knowledge of relevant legislation and guidance in relation to working with young people	<b>D</b>	