PERSON SPECIFICATION

POSITION TITLE: IT Technician

TRUST: Lion Education Trust

GRADE: Scale 4 (SCP 18-21)

AF = Application Form	I = Interview		T = Test
Person Specification	Essential	Desirable	Method of Assessment
1. EXPERIENCE			
1.1 ICT system installation, configuration and basic hardware maintenance	✓		AF/I
1.2 Provision of advice and support to users in an educational setting	✓		AF/I
1.3 Supporting local area networks	✓		AF/I
1.4 Supporting a mixed estate of platforms and operating systems	✓		AF/I
1.5 Supporting a range of multimedia	✓		AF/I
1.6 Experience of cloud-based email, calendar and communications tools	✓		AF/I
1.7 Good written and oral communication skills	✓		AF/I
1.8 Proven organisational skills	✓		AF/I
2. SPECIAL ABILITIES/APTITUDES			
2.1 Knowledge of some or all of the following systems and platforms - Google, Android, Windows (device and server)	✓		AF/I
2.2 Ability to administer networks with regard to security and back-up, service maintenance, maintaining full records of changes, errors and adaptions	✓		AF/I
2.3 Ability to develop a good working relationship with a wide range of users and internal customers of the IT service	✓		AF/I

2.4 A good understanding of the legal, security and moral issues relating to the use of ICT in schools	✓		AF/I
2.5 Ability to work deadlines and act in a reliable and professional manner at all times – even under pressure	✓		AF/I
2.6 Ability to work as an effective part of a team – both as a self-starter and contributor to team development	✓		AF/I
2.7 Ability to work reliably and to a high standard with a minimum of supervision			AF/I
3. OTHER POSITION SPECIFIC REQUIREMENTS			
3.1 Commitment to the Trust's Equal Opportunity and Safeguarding Policies and Acceptance of their responsibility for its practical application	✓		AF/I
3.2 A commitment to on-going personal development and willingness to undertake appropriate training	✓		
3.3 Evidence of commitment to safeguarding and protecting the welfare of children	✓		
3.4 To understand and comply with the requirements of the Health and Safety at Work Act 1974	✓		AF/I
4. EDUCATION AND TRAINING			
4.1 An academic, technical or vocational qualification in IT to at least GCSE, A level or equivalent	✓		AF/I
4.2 BTEC or higher in Computing/IT-related subject		✓	AF/I
5. DISQUALIFYING FACTORS Indication of sexist, racist or anti-disability attitudes or any other attitudes inconsistent with the Trust's Equal Opportunities and Safeguarding Policies	✓		AF/I