



**PERSON SPECIFICATION**

**Senior IT Technician Level 4  
(Single Status Grade 9)**

|   | <b>Essential criteria</b>  | <b>Desirable criteria</b>   |
|---|--|---|
| <b>Educational achievements, knowledge and experience</b> | <ul style="list-style-type: none"> <li>• Suitable ICT qualifications and/or previous experience in supporting and maintaining an ICT network service.</li> <li>• Awareness of management information systems such as SIMS</li> </ul>   | <ul style="list-style-type: none"> <li>• Microsoft certified or other equivalent qualification.</li> <li>• HND/Degree.</li> </ul>   |
| <b>Job related knowledge, aptitude and skills</b>         | <ul style="list-style-type: none"> <li>• A competent knowledge and understanding of IT networks.</li> <li>• Have a good knowledge of Windows, including Server 2012R2 and 2019.</li> <li>• Good technical ability and skills to solve ICT hardware and software issues.</li> <li>• Organisational skills to prioritise work and manage time effectively.</li> <li>• Committed to a high standard of service.</li> <li>• Good understanding of mobile devices.</li> </ul> | <ul style="list-style-type: none"> <li>• School based background.</li> <li>• Knowledge of SSCM and SIMS.</li> <li>• Experience of GSuite for Education.</li> <li>• Experience of print management systems.</li> </ul> |
| <b>Personal Qualities</b>                                 | <ul style="list-style-type: none"> <li>• Enthusiastic, ambitious and energetic. Accurate and efficient.</li> <li>• Able to communicate with a wide range of people.</li> <li>• Willing and able to quickly learn a variety of tasks within the ICT environment.</li> <li>• Able to work as part of a team.</li> <li>• Able to work under pressure.</li> </ul>  | <ul style="list-style-type: none"> <li>• Desire to contribute and improve the ICT infrastructure across the school.</li> </ul>  |