**Bushey Meads School**

**Person Specification**

**IT Technician**

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|  | **Essential** | **Desirable** | **Method of Assessment** |
| **Knowledge/Qualifications**  |
| Education/Qualifications to at least Post 16 level | ✓ |  | Application |
| Involvement of IT in a relevant organisation |  | ✓ | Application |
| Professional experience with installation of display screens, whiteboards, projectors, audio systems, networking etc |  | ✓ | Application/Interview |
| Sound technical knowledge and experience of key technologies and products including Windows Desktop and Servers and administration |  | ✓ | Application/Interview |
| A willingness to undertake further relevant training and to pass those skills on to other members of staff as appropriate |  | ✓ | Interview |
| **Experience**  |
| A successful record of participating as a team member |  | ✓ | Application/Interview |
| Experience of setting high standards to others by personal example |  | ✓ | Application/Interview |
| A commitment to the extra-curricular life of the school  | ✓ |  | Application/Interview |
| A commitment to safeguarding and promoting the welfare of children and young people | ✓ |  | Application/Interview |
| A successful record of achieving goals |  | ✓ | Application/Interview |
| Experience of setting targets for your own work and reviewing progress and outcomes |  | ✓ | Application/Interview |
| A commitment to the school’s Strategic Purpose, Commitment and Intent | ✓ |  | Application/Interview |
| **Personal Skills**  |
| Excellent interpersonal and communication skills | ✓ |  | Application/Interview |
| Creative, imaginative and adaptable | ✓ |  | Application/Interview |
| The ability to listen carefully and demonstrate the ability to work in a positive, open and reflective manner | ✓ |  | Application/Interview |
| Ability to demonstrate patience, flexibility and a sense of humour | ✓ |  | Application/Interview |
| A capacity for demanding work | ✓ |  | Application/Interview |
| Committed to improving standards | ✓ |  | Application/Interview |
| An effective team member | ✓ |  | Application/Interview |
| Ability to be efficient and reliable and work under pressure  | ✓ |  | Application/Interview |
| Excellent communication skills, both orally and in writing | ✓ |  | Application/Interview |
| Ability to show discretion and integrity in dealing with confidential information. | ✓ |  | Application/Interview |
| Ability to initiate ideas, set own targets and meet own and other people’s deadlines  |  | ✓ | Application/Interview |
| **Equal Opportunities**  |
| Must have an understanding of and commitment to the Trust’s equal opportunities policies and procedures | ✓ |  | Application/Interview |
| To be able to demonstrate a commitment to celebrating diversity and promoting community cohesion in a multi-cultural setting | ✓ |  | Application/Interview |

**June 2024**