BARLEY LANE PRIMARY SCHOOL

PERSON SPECIFICATION

IT TECHNICIAN

	Essential	Desirable
Qualifications		
Educated to degree level		✓
Hold a recognised computer or network management qualification at NVQ level 3 or 4 or equivalent experience	✓	
Evidence of further training in various IT areas	✓	
Experience		
Considerable experience in network management	✓	
Experience of installing and configuring computer hardware and software and managing IT projects	✓	
Experience of resolving network issues and understanding networking protocols and technologies, including firewalling, routing and other IP based devices	✓	
Experience in the use of Management Information Systems		✓
Professional Knowledge and Understanding		
Substantial knowledge of educational IT systems	✓	
Knowledge of current IT educational developments and resources available	✓	
In-depth knowledge of computer systems/networks.	✓	
Knowledge of a range of software applications such as Microsoft Office Products, CleverTouch and Interactive Whiteboards, System Center 2016, Panda antivirus and Azure Active Directory		✓
Knowledge and understanding of the LGfL support site and online management engine		✓
Knowledge of classroom management software Impero		✓
Knowledge and understanding of E-Safety protocols and policies	✓	
Understanding of health, safety and welfare regulations and best practice affecting IT	✓	
Understanding of Data Protection regulations	✓	
Professional Skills and Abilities		
Ability to have a systematic approach to fault finding and problem solving	✓	
Strong and accurate record keeping skills to ensure competent licence management and ability to maintain an IT audit	✓	
Ability to communicate and explain computer systems and procedures to adults and pupils	✓	
Excellent literacy and numeracy skills	✓	
Ability to work constructively as part of the wider school team	✓	
Ability to plan and prioritise own work programmes and those of others, work to	✓	

	✓	
deadlines and manage conflicting priorities		
Ability to respond to swift changes in technology and to learn and apply new solutions	✓	
Personal Qualities		
To relish challenge and perform efficiently in a key role	✓	
Must have good communication skills both orally and in writing	✓	
Good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships	✓	
Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit	✓	
Willingness to, and ability to, run staff training sessions during a school INSET as and when required	✓	
Ability to speak to children in a caring and appropriate manner	✓	
To practise equal opportunities in all aspects of the role and around the work place in line with policy	✓	
To maintain a personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post	✓	
To be reliable and dependable for delivering on time	✓	
To be flexible, highly organised and able to multi-task	✓	
To be helpful, approachable and have a positive nature and ability to stay calm and diplomatic under pressure	✓	
Ability to exercise sound judgement, especially relating to confidentiality and discretion	✓	