**CORPUS CHRISTI CATHOLIC COLLEGE**

## PERSON SPECIFICATION
# ICT and Media Technician

**A**. Application
**I.** Interview
**R.** Reference

| **Personal Qualities** | **Essential** | **Desirable** | **Evidence** |
|---|---|---|---|
| **Essential** | | | |
| An excellent communicator | ✓ | | A,I,R |
| A team player | ✓ | | A,I,R |
| Able to work under supervision and use initiative to prioritise tasks | ✓ | | A,I,R |
| Empathy for end users | ✓ | | I,R |
| Practical knowledge and problem solving strategies | ✓ | | A,I,R |
| A flexible approach | ✓ | | I,R |
| Good attention to detail | ✓ | | R |
| Demonstration of tact and sensitivity necessary to work with staff, pupils, governors and outside agencies | ✓ | | I |
| Organised, tidy and able to follow routines | ✓ | | A,I,R |
| Able to support the work of others and collaborate | ✓ | | A,I,R |
| Able to work well under pressure | ✓ | | R |
| Calmness in responding to emergencies and the unexpected. | ✓ | | R |
| | | | |
| **Qualifications and Technical Experience** | **Essential** | **Desirable** | **Evidence** |
| 5 GCSE's (grade A-C) including Maths and English | ✓ | | |
| 1yrs + experience in IT support | ✓ | | |
| Experience of working within a school | | ✓ | |
| An understanding of safeguarding and how it relates to the post of ICT Technician | ✓ | | |
| Experience of using Microsoft & Google Products | | ✓ | |
| Knowledge and experience of network administration including Active Directory, Group policies, DNS. DHCP, | | ✓ | |
| Knowledge and experience of using MIS Systems | | ✓ | |
| Experience of basic networking configuration including patching. | | ✓ | |
| Able to follow and document procedures | ✓ | | |
| Experience of Helpdesk / Ticketing system to log all activities. | | ✓ | |
| Be able to install, test, patch and make software available to users | ✓ | | |
| Good customer service skills | ✓ | | |