

**BROOMHILL BANK SCHOOL**

**PERSONAL SPECIFICATION – IT Technician**

CRITERIA		ESSENTIAL	DESIRABLE	EVIDENCE BASE / MODE OF ASSESSMENT
<b>SECTION 1: PHYSICAL REQUIREMENTS AND PERSONAL ATTRIBUTES</b>				
1.1	Personable enough to create harmonious relationships with others in the workplace.	✓		
1.2	A strong commitment to self-improvement and learning.	✓		
1.3	Holder of a valid Full UK driving licence.	✓		
1.4	Able to take initiative and accept guidance to improve.	✓		
<b>SECTION 2: EDUCATION AND QUALIFICATIONS</b>				
2.1	A sound educational background with good levels of achievement in English, Maths and IT.	✓		
<b>SECTION 3: EXPERIENCE</b>				
3.1	A strong commitment to self-improvement and learning.	✓		
3.2	To be flexible with a proactive nature.	✓		
3.3	To work well as part of a team, with the skills and ability to also work independently.	✓		
3.4	Familiarity of working in an educational context		✓	
<b>SECTION 4: SKILLS AND ABILITIES</b>				
4.1	Working knowledge of computer hardware, software and systems used in schools	✓		
4.2	Ability to identify and install hardware and software in line with changing technology	✓		
4.3	Ability to assist in delivering training to support staff with new software	✓		

	application on an 'as required' basis to ensure staff maximise IT resources			
4.4	Ability to create and maintain records of all maintenance and support request, an ability to identify trends within IT and to seek ways to minimize occurrences of issues	✓		
4.5	An ability to seek ways to resolve IT issues raised	✓		
4.6	Understanding of the principles of ITIL service delivery		✓	
4.7	Knowledge of IP telephony		✓	
4.8	Knowledge/Experience of Aerohive/Extreme Networks Wireless		✓	
4.9	Knowledge/Experience with Office 365, Azure, Endpoint Manager, Teams and OneDrive		✓	
5.0	Familiarity of working in an educational context		✓	
<b>SECTION 5: KNOWLEDGE</b>				
5.1	Awareness of the need for Child Protection, Confidentiality, Data Protection, Health & Safety legislation and other key policies in schools and settings.	✓		
5.2	Knowledge of the GDPR, Data Protection Act and School's Record Retention Policy and freedom of information protocols.	✓		
<b>SECTION 6: EQUAL OPPORTUNITIES</b>				
6.1	Commitment towards adherence to the principles set out within the school's Equality Plan.	✓		
6.2	A commitment to promote the concept of equal opportunities in the daily work situation.	✓		
6.3	Understanding of and sensitivity to the discrimination that may be experienced by members of minority groups.	✓		

Broomhill Bank School is committed to safeguarding and promoting the welfare of children and young people. Posts are subject to Enhanced Disclosure applications to the Disclosure and Barring Service (DBS), verification of candidates' right to work in the UK and other pre-employment checks as outlined in Keeping Children Safe in Education (2023). Shortlisted candidates will be subject to online searches as part of our recruitment process. We value diversity and promote equality for all.