



The Brakenhale School Person Specification
Job Title: IT Technician

Key Criteria	Essential	Desirable
Qualifications and Training	Achieved at least GCSE Grade 9-4 or equivalent in English and Maths	
Experience	Experience of working in a busy customer focused environment Understanding of IT based functions	Experience of busy work/school environment Knowledge of IT hardware/software
Professional skills and abilities	Ability to developing and maintaining good relationships with colleagues/peers Excellent organisational skills Excellent communication skills Able to work constructively individually, and as part of a team Good literacy/numeracy skills Able to work with students within an agreed behaviour management policy A flexible approach to work Ability to work under pressure Accuracy and attention to details Ability to work on own initiative and problem-solve Effective oral and written skills Ability to work to predetermined instructions Ability to keep calm under pressure or during unexpected circumstances Ability to be firm but fair at all times	
Personal Qualities	Very hard working Reliability	Quick to adapt and take on new initiatives

	<p>Positive attitude, energy & commitment</p> <p>Well presented</p> <p>Punctuality</p> <p>Common sense and initiative</p>	<p>Willing to undertake further training which may be required</p>
<p>Work related personal requirements</p>	<p>Committed to equality of opportunity</p> <p>Ability to maintain strict confidentiality of information received and processed as part of the job role</p> <p>Smart and presentable</p> <p>Professional attitude at all times</p>	
<p>Other work requirements</p>	<p>Good level of health and fitness</p> <p>Participate in training and development opportunities</p> <p>Suitable to work with children</p>	