

Manor School – Person Specification

Job title: IT Technician

Reporting to: Head of Communications, Infrastructure and Data

Salary: Scale 3 £17,681 plus London Weighting £1888 Pro Rata.
Pro rata actual starting salary £18,239

	Method of Assessment		
	<i>Application Form</i>	<i>Interview</i>	<i>Task</i>
1. Skills, abilities, and knowledge			
a. Ability to work as part of a team	✓	✓	
b. Ability to communicate effectively	✓	✓	✓
c. Ability to prioritise tasks			✓
d. Ability to keep a log of issues, and identify commonly occurring faults			✓
e. Ability to offer support and feedback		✓	
f. Ability to take a methodical and efficient approach to tasks			✓
g. Basic IT skills	✓		✓
h. Basic knowledge of IT terminology		✓	✓
i. Openness to learning and self-assessment	✓	✓	
2. Education & Professional Qualifications			
a. Good standard in literacy and numeracy	✓		✓
3. Equal Opportunities			
a. Understanding of, and commitment to, the Council's Equal Opportunities policy.		✓	