**Person Specification – IT & Media Technician**

Essential requirements are those, without which, the candidate would not be able to fulfil the responsibilities of the role. It is expected that the post holder will have the knowledge and qualifications indicated or their equivalent.

Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

|  |  |  |  |
| --- | --- | --- | --- |
| **Professional qualifications** | **Essential** | **Desirable** | **Evidence** |
| GCSE Mathematics and English (or equivalent) | ü |  | Application and documents |
| Educated to A level | ü |  |
| IT Qualification |  | ü |
| Educated to degree level |  | ü |
| Marketing or PR qualification |  | ü |
| **Professional experience** | **Essential** | **Desirable** | **Evidenced** |
| Experience in an IT Support role | ü |  | Application  Interview  References |
| Experience of setting up and managing multiple social media accounts | ü |  |
| Experience of producing high quality marketing materials including websites, infographics and basic graphic design | ü |  |
| Previous communications experience | ü |  |
| Experience of sound and lighting for productions |  | ü |
| Experience of marketing including websites |  | ü |
| **Personal skills** | **Essential** | **Desirable** | **Evidenced** |
| Reliable and punctual | ü |  | Interview  References |
| Self-motivated | ü |  |
| Shows initiative | ü |  |
| Ability to communicate with people appropriately and effectively | ü |  |
| High levels of IT competence | ü |  |
| Ability to work under pressure | ü |  |
| Experience of using social media | ü |  |
| Excellent marketing, editing, design and proof-reading skills |  | ü |
| **Personal attributes** | **Essential** | **Desirable** | **Evidenced** |
| Keen to support the values, vision, ethos and culture of the school, recognising the needs of students, staff and the community. | ü |  | Interview |
| Positive mind set with a passion for overcoming barriers. | ü |  |
| Strong working ethos with a pro-active, positive, enthusiastic and flexible approach. | ü |  |
| An understanding of the importance of promoting and safeguarding the welfare of children | ü |  |

**Working conditions – environment, and physical effort or strain.**

Moderate degree of physical effort involved specifically moving and handling of heavy items of computer equipment.

**Context/additional information**

Role holders will occasionally be required to attend training to keep their skills and knowledge up to date.

There is a particular responsibility to maintain high standards of health and safety, in order to ensure that students and staff are protected from various hazards, within the framework of relevant risk assessments.

Testbourne Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Enhanced Disclosure Barring Service and other relevant employment checks**.**