



**PERSON SPECIFICATION
Apprentice ICT Technician**

	Essential	Desirable	Assessment Method
Experience	<ul style="list-style-type: none">• Awareness of IT systems, networks and a range of software applications	<ul style="list-style-type: none">• Experience and knowledge of school ICT systems• Experience of installing and configuring computer hardware and software	<ul style="list-style-type: none">• Application form• Interview• References
Training and Qualifications	<ul style="list-style-type: none">• Educated to minimum GCSE level including English and Maths• Good literacy and numeracy skills• GCSE or equivalent in IT	<ul style="list-style-type: none">• Level 2/3 qualification relating to IT	<ul style="list-style-type: none">• Application form• Qualification certificates
Skills	<ul style="list-style-type: none">• Excellent Administration and planning skills• Good communication and interpersonal skills• Able to solve problems and demonstrate IT support skills	<ul style="list-style-type: none">• Full use of Windows 11• Knowledge of school ICT systems• Mac OS, iOS, Windows Server, Office 365 support and administration , backup systems, telephony administration, audio/video support	<ul style="list-style-type: none">• Application form• References
Personal Qualities	<ul style="list-style-type: none">• Ability to work on your own initiative• Organised• Positive 'can do' attitude• Flexible, solution focussed approach		<ul style="list-style-type: none">• Application form• References• Interview
Other	<ul style="list-style-type: none">• To be willing to undertake any relevant training in relation to the role		<ul style="list-style-type: none">• Application Form• Interview