ASCENT ACADEMIES TRUST
PERSON SPECIFICATION
IT TECHNICIAN – SCALE 4

	ESSENTIAL			DESIRABLE		
	Criteria No.	**ATTRIBUTE**	**Stage Identified**	**Criteria No.**	**ATTRIBUTE**	**Stage Identified**
Qualifications & Education	E1	5 x GCSE A*- C or equivalent, including Maths, English and IT (evidence will be required)	Application Certificate	D1	Qualifications at A Level or above	Application Certificate
				D2	Evidence of continued commitment to personal professional development	Application Interview
Experience & Knowledge	E2	Possess a sound working knowledge of IT systems in a corporate network environment	Application Reference Interview			
	E3	Display sound knowledge of Microsoft client and server operating systems, especially Windows 7 and Windows Server 2008/2012	Application Interview			
Skills	E4	Ability to support Office 365 cloud based services, and a wide array of educational software	Application Interview			
	E5	Ability to communicate at all levels both verbally and written	Application Interview			
	E6	Highly developed organisational skills managing time well to meet competing priorities	Application Reference Interview			

Personal Attributes	E7	Self motivated and be able to work on your own initiative	Application Interview			
	E9	Demonstrate effective decision making skills including the ability to make quick decisions when under pressure and be willing to accept responsibility for decisions	Application Interview			
Special Requirements	E11	Ability to work flexibly to meet the demands of the post	Application Interview			
	E12	Suitable to work with children/young people	Application Disclosure			
	E13	A willingness and ability to work across the Trust as required, including the ability to drive and use of own transport.	Application Interview			