

**ASCENT ACADEMIES TRUST**  
**PERSON SPECIFICATION**  
**IT TECHNICIAN – SCALE 4**

| <b>ESSENTIAL</b>                      |                     |   |                                 | <b>DESIRABLE</b>    |   |                         |
|---------------------------------------|---------------------|---|---------------------------------|---------------------|---|-------------------------|
|                                       | <b>Criteria No.</b> | <b>ATTRIBUTE</b>  | <b>Stage Identified</b>         | <b>Criteria No.</b> | <b>ATTRIBUTE</b>  | <b>Stage Identified</b> |
| <b>Qualifications &amp; Education</b> | 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   |
| <b>Experience &amp; Knowledge</b>     | 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           |                     |   |                         |
| <b>Skills</b>                         | 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 |                     |   |                         |

|                             |     |  |                        |  |  |  |
|-----------------------------|-----|--|------------------------|--|--|--|
| <b>Personal Attributes</b>  | 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  |  |  |  |
| <b>Special Requirements</b> | 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  |  |  |  |