



PERSON SPECIFICATION – IT MANAGER

Guidance notes for candidates

To support you in your application for the post, please ensure you provide an example of how you meet each item listed within the person specification within your personal statement on the application form.

You may wish to use the criteria below as a header for each statement you wish to tell us about, as this will ensure your statement is well structured and easy to follow.

It is crucial you provide an example of how you meet each area of the essential criteria at a minimum. Candidates cannot always meet the desirable criteria but if you can, tell us about that too as it could support your application.

Failure to show the short-listing panel how you meet the person specification could result in your application being unsuccessful so please try and show how you meet each point in turn.

ESSENTIAL CRITERIA				DESIRABLE CRITERIA		
CATEGORY	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Education	1	A minimum of 5 x GCSE grade A*- C passes or equivalent, including Maths and English	Application Certificate	1	Degree in IT or associated field	Application Certificate
	2	NVQ Level 3 (or equivalent) within IT or an associated field	Application Certificate	2	Other IT accreditations such as Cisco, Microsoft, Oracle, cyber security etc.	Application Certificate
	3	Higher level qualification in IT or an associated field	Application Certificate			
Experience & Knowledge	4	Experience of working with Microsoft Windows operating systems	Application Reference Interview	3	Experience of working within an IT role within a school environment	Application Reference Interview
	5	Experience of working with Apple (iOS) operating systems, including Mobile Device Management solutions	Application Reference Interview	4	Experience in the use of SIMS	Application Reference Interview
	6	Experience of providing telephone and face to face IT helpdesk services	Application Reference Interview			
	7	Experience of installing and maintaining audio visual equipment	Application Reference Interview			
	8	Experience of configuring and upgrading PCs including hardware and software installation	Application Reference Interview			
	9	Experience of configuring telephone systems and provision of user support	Application Reference Interview			

Skills	10	Installation of computer or server-based software	Application Reference Interview			
	11	Installation of hardware within classrooms or server cabinets	Application Reference Interview			
	12	Knowledge of Microsoft software including Microsoft Office 365	Application Reference Interview			
	13	Good organisation and prioritisation skills	Application Reference Interview			
	14	Ability to work independently	Application Reference Interview			
Personal Attributes	15	Commitment to customer care	Application Reference Interview			
	16	Commitment to team work, fostering open communication with all parties	Application Reference Interview			
	17	Outstanding communicator	Application Reference Interview			
	18	Ability to prioritise and delegate effectively	Application Reference Interview			
	19	Ability to interpret guidance/statute and to revise or devise policy/practice in respect of these	Application Reference Interview			
	20	Ability to prepare and present reports as and when required	Application Reference Interview			
Additional Requirements	21	Ability to work flexibly to meet the demands of the post	Application Reference Interview			
	22	Successful DBS clearance on appointment and suitable to work	Application Reference			

		with children	Interview			
	23	A willingness and ability to work across the Trust sites as required	Application Reference Interview			

Date: March 2022