THE ABBEY SCHOOL
A BUSINESS & ENTERPRISE ACADEMY

Person Specification

The following outlines the criteria for this post.   Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	Criteria
QUALIFICATIONS	• An IT based qualification/Level 2 Diploma (or equivalent) and proficient technical, practical and/or computer skills or equivalent demonstrable experience.
EXPERIENCE	• Previous experience of similar work • Experience of computer network/systems within an organisation (experience of a similar post in a school or college would be an advantage).
SKILLS AND ABILITIES	• Assembly, disassembly and cleaning of equipment • Ability to exchange of information both verbally and in writing with staff and suppliers • Ability to repair equipment as required. • Ability to install Audio/Visual hardware such as projectors/speakers/IWB • Full understanding of the Data Protection Act, Freedom of Information and School Policies. • Photography • Have the ability to adapt to an ever-changing environment.
KNOWLEDGE	• Thorough understanding of Health and Safety procedures especially as they relate to work in the specific environment • Knowledge of appropriate use of relevant equipment, hardware and software configurations • Knowledge of Computer network concepts (IP, DNS, VLANs) • Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality. • Up to date knowledge of current developments etc. • Full understanding of the Data Protection Act, Freedom of Information and School Policies.