# Person Specification

**Alderbrook School & Sixth Form**

AMBITION | BRAVERY | KINDNESS

Alderbrook School has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

**POST:** IT Technician

**SALARY:** Band C

**ACCOUNTABLILITY:** All staff work under the reasonable direction of the Headteacher and Leadership Team with delegated responsibility.
Accountable to: Network Manager

| | Essential | Desirable | Measured by |
|---|---|---|---|
| Education & Qualifications | Any relevant Technical certification - CompTIA A+, Microsoft MTA/ MCP, Apprenticeship or similar. | Strong GCSE results in relevant subjects | Application, References |
| Skills & Abilities | Proficiency in various software and hardware systems.<br><br>Be highly organised and possess excellent communication skills<br><br>Possess superb customer service skills<br><br>Effective Behaviour management skills<br><br>Ability to work as a member of a wider school support team.<br><br>Willingness to support staff with the creation of Teaching Resources and Reprographics where required.<br><br>Ability to undertake routine tasks with care and accuracy.<br><br>Initiative, imagination, self-motivation<br><br>A sound understanding of school roles and responsibilities. | Basic grasp of Behaviour Management or willingness to train. | Application, References |
| Experience & Knowledge | Previous experience in IT support or a similar role. | Some experience in an educational environment / resource centre | Application, References |

| Core Qualities | Role model for students in terms of positive attitude, high levels of commitment, constructive communication, high standards of behaviour, appropriate dress.<br><br>High expectations of all students and commitment to promote positive behaviour. | | Interview, References |
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| Other Requirements | Candidate will be appointed subject to an enhanced DBS check. | | |

Compiled by: T Stent, Deputy Headteacher          Date: June 2025