

EMPLOYEE SPECIFICATION

DIRECTORATE: Children & Young People

SECTION: All Schools Model

JOB TITLE: Senior Technician (6)
(ICT)

GRADE: 6

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
1.	RELEVANT EXPERIENCE	1.1	Experience of working with computers including installing new software packages and upgrading hardware.	Application Form/ Selection Process	A
		1.2	Experience of working with computer networks.	Application Form/ Selection Process	A
		1.3	Experience of basic maintenance and cleaning support for all computer equipment and networks including the connection and commission of new equipment.	Application Form/ Selection Process	A
2.	EDUCATION AND TRAINING ATTAINMENTS	2.1	Literacy and numeracy skills to undertake the duties of the post including petty cash purchases, requisitions of stock, checking deliveries and associated invoices.	Application Form/ Selection Process	A
		2.2	Experience/Qualification in ICT and related fields, or equivalent.	Application Form/ Selection Process/Certificates	A
3.	GENERAL AND SPECIAL KNOWLEDGE	3.1	Knowledge of a variety of computer applications.	Selection Process	A
		3.2	Knowledge of and commitment to the Local Authority's Equality and Diversity Policy and how it relates to the duties of the job.	Selection Process	B
		3.3	Knowledge of Health and Safety.	Selection Process	B

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
4.	SKILLS AND BILITIES	4.1	Organisational skills to prioritise work and meet deadlines.	Application Form/ Selection Process	A
		4.2	Ability to install and support networks.	Selection Process	A
		4.3	Ability to work on own initiative and as part of a team.	Application Form/ Selection Process	A
		4.4	Ability to communicate effectively with staff and pupils.	Application Form/ Selection Process	A
		4.5	Ability to provide relevant advice and support to teachers including assisting with classes/demonstrations where appropriate.	Selection Process	A
5.	ANY ADDITIONAL FACTORS	5.1	Commitment to ongoing personal training and development.	Selection Process	B
		5.2	Willingness to undertake an enhanced Disclosure and Barring Service check. Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.	Application Form/ Selection Process	A

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form. The letters A, B and C in the "Rank" column refer to the importance we will give your answers when we read your applications. You must have all the A's on day one to be able to do the job, you need to have all the B's to do the job, but they could be learnt during the induction, and if you have C criteria this would be an additional bonus. We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview etc.

ES Reference No	TE06/ICT
ES Prepared/Amended	JAN 2015
Refers to Estab(s)	