Person Specification – IT & Media Technician

Essential requirements are those, without which, the candidate would not be able to fulfil the responsibilities of the role. It is expected that the post holder will have the knowledge and qualifications indicated or their equivalent.

Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Professional qualifications	Essential	Desirable	Evidence
GCSE Mathematics and English (or equivalent)	✓		Application and documents
Educated to A level	✓		
IT Qualification		✓	
Educated to degree level		✓	
Marketing or PR qualification		✓	

Professional experience	Essential	Desirable	Evidenced
Experience in an IT Support role		✓	Application
Experience of setting up and managing multiple social media accounts		✓	Interview
Experience of producing high quality marketing materials including websites, infographics and basic graphic design		✓	References
Previous communications experience		✓	
Experience of sound and lighting for productions		✓	
Experience of marketing including websites		✓	

Personal skills	Essential	Desirable	Evidenced
Reliable and punctual	✓		Interview
Self-motivated	✓		References
Shows initiative	✓		

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	Essential	Desirable	Evidenced
Ability to communicate with people appropriately and effectively	✓		
High levels of IT competence	✓		
Ability to work under pressure	✓		
Experience of using social media	✓		
Excellent marketing, editing, design and proof-reading skills		✓	
Personal attributes	**Essential**	**Desirable**	**Evidenced**
Keen to support the values, vision, ethos and culture of the school, recognising the needs of students, staff and the community.	✓		Interview
Positive mind set with a passion for overcoming barriers.	✓		
Strong working ethos with a pro-active, positive, enthusiastic and flexible approach.	✓		
An understanding of the importance of promoting and safeguarding the welfare of children	✓		

Working conditions – environment, and physical effort or strain.
Moderate degree of physical effort involved specifically moving and handling of heavy items of computer equipment.

Context/additional information

Role holders will occasionally be required to attend training to keep their skills and knowledge up to date.
There is a particular responsibility to maintain high standards of health and safety, in order to ensure that students and staff are protected from various hazards, within the framework of relevant risk assessments.

Testbourne Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Enhanced Disclosure Barring Service and other relevant employment checks**.**

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