

# Person Specification



## Assistant Network Manager

Attributes	Essential	Desirable	How identified
<b>Qualifications, Knowledge and Experience:</b>	<b>Qualifications</b> <ul style="list-style-type: none"> <li>● Good working knowledge of Microsoft Desktop Operating Systems and Applications.</li> </ul>	<ul style="list-style-type: none"> <li>● Experience in the workplace</li> <li>● Knowledge of Server 2016/2019</li> </ul>	A; Q; I
<b>Planning and Organising:</b>	<b>Skills &amp; Ability</b> <ul style="list-style-type: none"> <li>● Excellent communication skills both oral &amp; written.</li> <li>● Flexible approach to working.</li> <li>● Ability to maintain confidentiality at all times.</li> <li>● Understanding of the needs of staff and students in a school.</li> <li>● Demonstrates enthusiasm for new technologies and developments in the industry.</li> <li>● Ability to carry and set-up IT equipment.</li> </ul>	<ul style="list-style-type: none"> <li>● Problem-solving and resolution abilities on a wide range of software, hardware and network issues</li> </ul>	A; L; I; R
<b>Management and Teamwork:</b>	<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>● Ability to meet deadlines &amp; work under pressure.</li> <li>● Good organisational skills and self-management.</li> <li>● Excellent interpersonal skills.</li> <li>● Ability to work as part of a team, open, friendly, polite and flexible.</li> <li>● Enthusiasm &amp; commitment to hard work.</li> <li>● Good sense of humour.</li> </ul>	<ul style="list-style-type: none"> <li>● Methodical approach to work and attention to detail are important.</li> </ul>	A; L; I

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Attributes	Essential	Desirable	How identified
<b>Communicating and Influencing:</b>	<p>Skills &amp; Ability</p> <ul style="list-style-type: none"> <li>● Excellent interpersonal skills.</li> <li>● Ability to communicate effectively with staff and students.</li> <li>● Able to demonstrate an understanding of safeguarding.</li> </ul>	<ul style="list-style-type: none"> <li>● Ability to contribute to the wider enrichment and enhancement of learning</li> <li>● Understand and be able to demonstrate a commitment to Equal Opportunities and Diversity.</li> </ul>	A; I
<b>Other Skills and Behaviours:</b>	<p>Ambition &amp; development</p> <ul style="list-style-type: none"> <li>● You will be a committed professional who is ambitious to further develop your career</li> <li>● Willingness to undertake CPD as appropriate.</li> </ul>		I

**Key: A=Application Form, L=Letter of Application, I=Interview, R=References, Q= Qualifications**