



Person Specification

Post Title: **TECHNICAL ASSISTANT – COMPUTER SERVICES (variable hours)**

Relevant Experience

<i>Essential</i>	<i>Desirable</i>	<i>How Identified</i>
Experience in maintenance and repair of computer systems	Experience in an education establishment	Application Interview
Experience of a range of software packages, such as Microsoft Office		
Experience of successfully working with others		
Experience in meeting customer service standards		

Education and Training

<i>Essential</i>	<i>Desirable</i>	<i>How Identified</i>
Good standard of education	Recent training and / or qualification in computing or related subject	Application Interview

Knowledge and Abilities

<i>Essential</i>	<i>Desirable</i>	<i>How Identified</i>
Ability to work to deadlines		Application
General knowledge of IT developments		References
Ability to work independently or as part of a team		Interview

SAFEGUARDING

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

<i>Essential</i>	<i>How Identified</i>
Suitable to work with children and young children and/or vulnerable adults	Application / Interview / References
Requirement to apply for a CRB check and, for staff taking up post from September 2010 who will work in a regulated activity, requirement to register with the ISA (Independent Safeguarding Authority).	CRB Disclosure Certificate No. ISA Registration No.
For teaching posts: To be a member of the IFL or GTC (or willing to join within one month of taking up post).	IFL or GTC Registration No.



Personal Qualities

<i>Essential</i>	<i>Desirable</i>	<i>How Identified</i>
Excellent communication skills		References
Flexible approach to work		Interview
Enthusiasm		
Creativity		
Ability to work with colleagues at a variety of levels		
Outstanding organisational skills		
A customer service focus		