SACRED HEART CATHOLIC HIGH SCHOOL
PERSON SPECIFICATION FOR IT NETWORK MANAGER

A	SKILLS, KNOWLEDGE AND APTITUDES	WHERE IDENTIFIED
Essential		
A1	Maximise performance through effective management and prioritisation of work	A,R,I
A2	Ability to manage and maintain the IT infrastructure, hardware and software	
A3	Ability to manage cloud-based solutions including Office 365	
A4	Ability to effectively manage the IT asset register and licensing	
A5	Ability to monitor systems and implement appropriate actions to keep IT systems fully operational	
A6	Ability to manage a budget and resources	
Desirable		
A7	Ability to project manage future IT developments	A,R,I
A8	Knowledge of MIS systems	
B	**QUALIFICATIONS AND TRAINING**	
B1	GCSE passes in Maths and English	A, RC
B2	BTEC National or equivalent	
Desirable		
B3	IT related qualification/training	A, RC
B4	Relevant in-service	
C	**EXPERIENCE**	
Essential		
C1	Relevant work experience	A,R
C2	Experience of managing IT systems	
D	**PERSONAL & PROFESSIONAL QUALITIES**	
Essential		
D1	Ability to manage and work successfully in a team	R,I
D2	Ability to communicate effectively with a diverse range of people	
D3	Loyalty and professional discretion	
D4	Good time management	
D5	A sense of humour and capacity to encourage others	
D6	Professional appearance in dress and manner	
D7	Excellent record of attendance and punctuality	
E	**SPECIAL REQUIREMENTS**	
Essential		
E1	Willingness to actively support the Christian ethos of the school	A,R,I,F
E2	An enhanced certificate of disclosure from the Disclosure & Barring Service (DBS)	
E3	Additional criminal record checks if applicant has lived outside the UK	
Desirable		
E4	Practising and committed Roman Catholic	
E5	Driving licence	

The elements of this person specification will be assessed by the appropriate means, from the following:
A =Application Form   R = References   I = Interview   C = Certificate   F=Follow up checks
RC= Relevant Certificates

Applicants will be expected to bring to interview the originals of their qualification certificates.