

Lancashire County Council

Person specification form		
Post title: IT Manager / Technician	Grade: 7	
Directorate: Children and Young People	Post number:	
Establishment or team: Pendle Community High School & College		
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (AF), interview (I), reference (R) or other (give details)
Qualifications		
5 GCSEs or equivalent (Incl. English & Mathematics)	E	AF, I
Relevant professional qualification in ICT (level 4 or above)	D	AF, I
Experience		
Experience of hardware and software installation, upgrades, repair and maintenance	E	AF, I,
Experience of working independently with relevant ICT systems/equipment and software	E	AF, I,
Experience of supporting users, computers, servers, and networks	E	AF, I,
Experience of common user applications i.e. MS office applications	E	AF, I
Experience of Active Directory and Group Policy	E	AF, I,
Experience of backup routines, processes and recovery	D	AF, I,
Experience of Office 365, or other cloud based platform, administration	D	AF, I,
Experience of antivirus software and filtering software	D	AF, I,
Experience of designing, deploying and managing wired and wireless networks	D	AF, I
IT experience in an educational environment	D	AF, I
Experience of using Windows, OS:X/MacOS, Android and iOS	D	AF, I
Experience of MIS systems such as SIMS.net	D	AF, I
Knowledge, skills and abilities		
Knowledge of networks, servers and associated operating systems	E	AF, I,
Ability to plan and develop systems and produce supporting documentation	E	AF, I
Ability to manage records	E	AF, I
Ability to work using own initiative	E	AF, I
Ability to work accurately to deadlines and under pressure	E	AF, I
Excellent communication skills with users of all abilities	E	AF, I
Familiarity with data protection, GDPR, safe guarding and	D	AF, I

Knowledge of updating websites	D	AF, I
Knowledge of health and safety in an ICT setting	D	AF, I
Other (including special requirements) Commitment to safeguarding and protecting the welfare of children and young people Commitment to equality and diversity Commitment to health and safety Satisfactory attendance record/commitment to regular attendance at work	E E E E	I I I R
Prepared by: Andrea Harvey		Date: 20/04/2022
Note: We will always consider your references before confirming a job offer in writing.		