

**PERSON SPECIFICATION**

**Job Title:** IT Director

**Grade:** GR7

**No of Post:**

**Method of Assessment (M.O.A.)**

A.F. = Application Form; I = Interview; T = Test or Exercise; P = Presentation

<b>CRITERIA</b>	<b><u>ESSENTIAL</u></b>	<b>M.O.A.</b>
<b>EXPERIENCE</b> (Relevant work and other experience)	An IT Technical background and fifteen or more years of experience	AF/I
	An excellent understanding of technical specifications	AF/I
	Willing to travel to local and distant sites	AF/I
	A full UK driving license	AF/I
	Experience working with children & education Excellent time keeping & management	AF/I
	An extensive understanding of hardware components & architectures	AF/I
<b>SKILLS AND ABILITIES</b> (Eg Written communication skills, dealing with the public)	An excellent standard of education in English and Mathematics	AF/I
	An advanced understanding of software application prerequisites	AF/I
	An excellent understanding of website technologies/languages/hosting	AF/I
	Sound technical problem diagnosis, analysis & conclusion	
	Excellent communication skills, verbally & textually	AF/I
	Enthusiastic approach to ICT, & working with children & adults	AF/I
	Self-motivated, working alone or as a team	AF/I
	Monitor the progress of a project or	



	development & ensure it's followed through Ability to prioritise ICT requests	AF/I
	Willingness to learn & to test the boundaries of ICT	AF/I
	Advanced experience & knowledge of Active Directory Users & Computers, DHCP, DNS, Group Policy, WSUS and folder permissions	AF/I
	An advanced understanding of VLANs, switch specifications/port speeds	AF/I
	A advanced understanding of WiFi standards & encryption types	AF/I
	An advanced understanding of Hyper-V virtualised environments	AF/I
	Advanced knowledge of RAID types & their advantages/disadvantages	AF/I
	Knowledge of IP classes & ranges	AF/I
	Advanced knowledge of backup types & their advantages/disadvantages	AF/I
	An expert understanding of commonly used protocols, including FTP, HTTP, HTTPS, Telnet, SMTP, DHCP, DNS & their ports	AF/I
	An advanced understanding of firewalls and port exceptions	AF/I
	Ability to complete and map a full site survey of a school's network & infrastructure	AF/I
	Remembering multiple sets of rules/procedures or instructions	AF/I
	To demonstrate & commit to the core values of WHMAT	AF/I
	Ability to establish positive relationships with pupils and empathise with their needs	AF/I
	Ability to demonstrate active listening skills	AF/I
	Ability to work effectively and supportively as a member of the school team	AF/I
	Ability to work within and apply all school policies e.g. behaviour management, child	AF/I



Washwood Heath  
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	protection, Health and Safety, Equal Opportunities	
<b>TRAINING</b>	Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge	AF/I
<b>EDUCATION/ QUALIFICATIONS</b> <b>NB Full regard must be paid to overseas qualifications</b>	Microsoft, Google or other recognised ICT qualification desirable	AF/I
<b>OTHER</b>	Willingness to maintain confidentiality on all school matters	AF/I
<b>CONTRA INDICATION</b>	Criminal convictions involving offences against children. Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 does not allow applicants who work with children to withhold information about any convictions, cautions, warnings, reprimands or bind-overs.	

**ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE TRUST'S EQUAL OPPORTUNITY POLICY**

COMPILED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

(Shortlisting/Interviewing Panel): \_\_\_\_\_

DATE: \_\_\_\_\_