



**PERSON SPECIFICATION
IT SERVICES MANAGER**

	CRITERIA	Essential/ Desirable	Where assessed
	Qualifications and Education		
1	Educated to degree level or equivalent in a subject related to the role	E	A/C
2	Maths and English GCSEs at 9 - 4/A* - C, including English and Maths or equivalent qualifications	E	A/C
3	Further relevant training/development (e.g. Google, Microsoft, networking, infrastructure, cloud security)	D	A/C
	Experience and Knowledge		
4	Experience of working with a range of ICT hardware, software and network technologies	E	A, I, R
5	Experience of leading and managing a team	E	A, I, R
6	Experience of troubleshooting complex issues	E	A, I, R
7	Experience of supporting colleagues across multiple sites	D	A, I, R
8	Experience of writing reports and presenting to a variety of audiences	E	A, I, R
9	Experience of being accountable for projects and budgets including procuring goods and services	E	A, I, R
10	Experience of leading change from a technical perspective	E	A, I, R
11	Experience of responding to audits and other information sources to drive planning and implementation	E	A, I, R
12	Experience of leading a Google environment	D	A, I, R
13	Extensive knowledge of computer hardware, systems and networking	E	A, I, R
14	In depth knowledge of network management, broadband and telephones and cyber security	E	A, I, R
15	Knowledge of the Multi Academy Trust sector	D	A, I, R
	Skills		
16	Excellent written and verbal communication skills	E	A, I, R
17	Ability to work alone and make decisions when required as well as working as part of a team	E	A, I, R
18	Ability to work confidently with colleagues at all levels of the organisation including Governors and Trustees	E	A, I, R
19	Ability to organise work, prioritise tasks and manage time effectively	E	A, I, R
20	Ability to deal effectively with complex situations and make informed decisions	E	A, I, R
	Personal Attributes		
21	A commitment to safeguarding and promoting the welfare of children and young people	E	A, I, R
22	Ability to establish excellent and professional relationships with students, colleagues and external stakeholders	E	A, I, R
23	Prepared to work flexibly to meet work requirements	E	A, I, R

Key: Where Assessed

A – Application Form

C – Certificates

I – Interview

R - References

Please set out how you meet the essential and if appropriate desirable criteria in your application form. The person specification will be used to shortlist candidates for interview.

The Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. The Trust is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.