Thornhiill College
Person Specification
IT, Audio-Visual & Digital Communications Technician

The criteria in the Person Specification under Qualifications/Attainments and Experience/Knowledge constitute the shortlisting criteria. The remaining criteria under Skills and Abilities and Personal Qualities will be assessed at interview.

Shortlisting Statement
The Board of Governors reserves the right to enhance the criteria for shortlisting purposes should this be necessary to facilitate the selection process. Evidence may be drawn from the application form and any other part of the selection process.

	Essential Criteria	**Desirable Criteria**
	Applicants **must** at the closing date for applications:	Preference may be given to those candidates who at the closing date for applications:
Qualifications/ Attainments	- Five GCSEs (or equivalent) including English Language and Mathematics at Grade C or above. - A Level 3 qualification or higher in Information Technology, Computing or a related discipline, or equivalent relevant experience.	
Experience and Knowledge	- At least two years' relevant experience providing ICT technical support, including the support of Microsoft Windows, Microsoft 365 (Outlook, Teams, OneDrive and Sharepoint), hardware, software and networked environments. - Experience supporting networked environments including wired and wireless technologies. - Experience supporting audio-visual technologies including PA systems, projectors, presentation equipment and video conferencing solutions. - Experience providing technical support for events, presentations, productions or similar activities. - Experience maintaining technical records and inventories, website content and updating social media and digital communication platforms. - Knowledge of Microsoft Windows operating systems and Microsoft 365 technologies.	- Experience working within a post-primary school environment. - Experience supporting live productions, theatre technology or performance venues. - Experience supporting live-streaming and digital media technologies. - Experience maintaining digital signage and display technologies. - Experience of C2K Management System and cloud-based device management. - Experience supporting Apple and ChromeOS devices. - Relevant professional certifications such as CompTIA A+, Network+, Microsoft certifications or recognised AV qualifications. - Experience in photography, video production, digital media creation. - Experience producing newsletters or publications. - Experience maintaining website content using a content management system (CMS).

	- Understanding of networking fundamentals including wired and wireless technologies. - Knowledge of audio-visual technologies and sound reinforcement systems. - Cybersecurity, data protection and information security principles.	- Experience creating content for social media platforms. - Experience using graphic design, video editing or digital publishing software.
Skills and Abilities	- Ability to communicate effectively with technical and non-technical users. - Ability to work independently and work collaboratively as part of a team. - Ability to produce digital content for websites, newsletters and social media platforms. - Ability to use photography, video and multimedia technologies to support school communications. - Excellent troubleshooting, diagnostic and problem-solving skills. - Ability to operate, configure and troubleshoot professional audio equipment. - Ability to provide technical support for school events, productions and presentations. - Strong organisational skills with the ability to prioritise competing demands. - Strong analytical and investigative skills. - Excellent customer service - Ability to maintain confidentiality, exercise discretion and exercise sound judgement. - Ability to support the technical requirements of school events and productions. - Ability to use audio-visual equipment to capture, record and stream events.	.
Personal Qualities	- Professionalism and integrity. - A proactive and solution-focused approach. - Flexibility and adaptability. - Commitment to continuous professional development.	

	- Commitment to safeguarding and promoting the welfare of children and young people. - Commitment to supporting the ethos and values of the school. - Willingness and ability to work occasional evenings and additional hours to support school events and operational requirements.	

TO ALL APPLICANTS

The Board of Governors seeks to appoint an enthusiastic and committed individual who is willing and able to contribute to the ethos and enrich the experience of pupils through their involvement in the wider life of the school.

The Selection Panel reserves the right to enhance the stated criteria in order to facilitate a manageable shortlist. Applications from suitably qualified candidates may be retained for consideration should similar vacancies arise within the following twelve months. Canvassing, either directly or indirectly, will disqualify candidates.

All criteria should be addressed within the application form and may be further assessed through presentation, interview and any other selection methods deemed appropriate.

Thornhill College is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be subject to all appropriate pre-employment checks, including an enhanced AccessNI check.

Thornhill College is an Equal Opportunities Employer.

November 2026