

IT Skills at Catalyst Housing Limited

Most staff at Catalyst Housing Limited have access to a PC, and a majority of these staff will use a PC to perform a substantial part of their duties. We believe that IT skills are very important. They enable our staff to work efficiently by making full use of the various IT systems and facilities that are available to them.

The type and nature of the IT skills you will need, if your application to work at Catalyst is successful, will depend upon the nature of your role. Some roles require intensive and sophisticated use of IT, while others require skills at a more basic level. Whatever the role, if you will have use of a PC in your post, we will normally expect you to meet our minimum standard of IT skills at the time you are recruited.

If we invite you for interview, we will ask you to complete a short questionnaire about your IT skills at that time. Depending on the role you are applying for, we may also test you on, or question you about, your IT skills during the interview process.

The IT skills listed below are an indication of the minimum IT skill level we will normally expect from you if you are appointed. The exact IT skills required for each specific post do vary, and could be substantially higher. You will find details in your role profile.

Using a PC

Operating a PC

You need to be able to manage and control power to your PC. You must also understand how to log on, log off, shut down and know when to do so.

Windows elements and terminology

You should be familiar with terminology including: start menu; task bar; desktop; icon; maximise; minimise; window; file; folder; menu; toolbar

Using a PC effectively

Using a PC effectively includes: Running programs and applications on your PC; Switching between Windows; Minimising and resizing windows as needed

Using a keyboard effectively

To do this you must understand the function of the following keys: caps lock; shift; tab; backspace; delete; num lock; enter/return; function keys; escape

Using a mouse effectively

This means understanding the click, double-click and right click functions and when to use them

Managing your Files

Saving files to, and opening files from, any given folder location

This includes giving your files a meaningful file name when you save them, and being able to navigate through folders to find the files you need.

Creating new folders to help you organise your files

This means creating a hierarchical structure of folders (ie folders within folders) to enable you to organise your files in a logical way.

Copying, moving, renaming and deleting files and folders

This means copying or moving files and folders from one location to another, and renaming them as needed.

Microsoft Outlook (or experience of another business email system)

Addressing, sending, reading, and responding to emails

This includes sending emails to internal and external contacts, as well as replying to and forwarding the emails you receive.

Organising and managing your emails

This means creating folders and using these to organise the emails you need to keep, as well as managing your emails by using folders. You must also be able to deleting the emails that you no longer need.

Keeping your Outlook (or similar) calendar up to date so it accurately reflects what you are doing

This means updating your Calendar using appointments and events with a status of “busy”, “tentative” or “free” as appropriate.

Using Outlook (or similar) to arrange meetings with other people

This includes inviting others to attend a meeting, having first checked their availability.

Microsoft Word

Using Word to lay out, format and prepare correspondence

To do this you need to be able to position the address, date and other text appropriately in a letter.

Familiarity with Word’s formatting features

These include: text formatting (eg bold, italic, underline); page layout (eg margins, page orientation); paragraph formatting (eg alignment, bullet points); creating simple Tables.

Internet Explorer

Searching for and displaying information from the Internet

To do this you need to be able to use a search engine (such as Google) and navigate through web pages using links and the back and forward buttons.