Job Advertisement – ICT Technician

Location: Redbridge Primary School
Job Type: 6 months Fixed – Temp/Permanent
Job Hours: Term Time Only @ 25 hours per week (Mon-Fri)
Salary: LBR Scale 5 - 6 depending on experience
Reports to: School Business Manager/Headteacher
Closing Date: **1st July 2021** (12pm)
Interview Date: **8th July 2021**

Description:

At Redbridge Primary School we are seeking a professional with drive, enthusiasm and a passion for teaching and learning to help us achieve excellence for our pupils. The post offers an outstanding opportunity for the right individual to make a positive difference in a rapidly thriving and successful community school.

A school where all pupils thrive - Ofsted

We are seeking to appoint a dedicated, talented, enthusiastic ICT Technician to join our happy and successful school.

We are an outstanding school (Ofsted, 2018). We are able to offer an excellent range of professional development opportunities through the Redbridge Education Partnership and our local networks and alliances. This is an exciting time for our school as we continue to expand to four forms of entry.

We can offer:

- A happy and settled school where children enjoy learning and achieve well
- Motivated and enthusiastic staff
- An opportunity to help shape the ethos of an expanding school

Please write a supporting statement of no more than a single side of A4 paper, expressing interest in the role and include particulars of your experience, skills and further information in support of your application. Completed applications can be either emailed for the attention of Rabina Khanam admin.redbridgeprimary@redbridge.gov.uk or a paper copy handed to the office.

Please note we are unable to accept applications by CV.

Visits to our friendly school are welcomed and encouraged.

Redbridge Primary School is committed to safeguarding and promoting the welfare of Children and Young People and all staff working with these groups are expected to share a commitment to this. Adults employed by the school, contractors or volunteers within the school will be expected to report any concerns relating to the safeguarding of children and/or young people in accordance with agreed procedures. If any conduct in relation to the safeguarding of Children or Young People gives cause for concern, the School's agreed Child Protection procedures will be followed, alongside implementation of the school's Disciplinary Procedure.

ICT Technician

Purpose of the Job

Under the guidance of senior staff: Provide specialist ICT support, including preparation, and maintenance of ICT resources and support to staff and pupils. Under the guidance of senior staff ensure that the school/centre establishes and maintains high quality learning facilities.

To work collaboratively with all staff and assist in the whole planning cycle and the management/preparation of resources.

To provide support for students, the teachers and the school in order to raise standards of achievement for all, by utilising levels of knowledge and skills.

Duties and responsibilities

- Ensuring the efficient & effective functioning and maintenance of the school's network infrastructure and devices.

- Provide training to both staff and students where required.

- Ensure timely and accurate design, preparation and use of specialist equipment/ resources/materials.

- Be responsible for maintaining records, information and data, such as the school inventory using an asset management programme and ensuring that all equipment is security tagged/marked and correct procedures followed for disposal.

- Monitor and manage stock, cataloguing resources and undertaking audits as required.

- Maintenance of specialist equipment, checking for quality/safety, /modifications within own capabilities and arranging for other repairs/modifications to be carried out by others.

- Demonstrate and assist in the safe and effective use of specialist equipment/materials.

- Carry out risk assessments of IT rooms and areas of the school where significant IT equipment exists

- Establish constructive relationships and communicate with other agencies/ professionals, in liaison with the teacher, to support achievement and progress of pupils.

- Work alongside and support the senior managers, develop the security and long-term planning of the network.

- Work with senior staff to produce short, medium and long term development plans.

- Develop and maintain ICT infrastructure that supports staff and students using specialist and general ICT facilities.

- Trouble-shoot and repair when possible ICT and audio visual equipment problems.

- Install hardware and remove software on workstations. Ensure maintenance of all hardware, software, and equipment.

- Co-ordinate a plan for security updates of workstations, inform staff of critical updates, and manage licenses of software for workstations and servers.

- Maintain and monitor printers in terms of alignment and printing software is up to date and working.

- Pre-load software and set up equipment prior to lessons and events.

- Maintaining the school website.

- Ensure the efficient running and maintenance of the ICT suite for use.

   The person in the post may also be required to carry out such other duties consistent with the grade from time to time.

   To work alongside LBR ICT services in a mutually supportive fashion.

   Attend and participate in relevant meetings, training and other learning activities and performance development as required. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. To demonstrate an understanding of and a commitment to equal opportunities and diversity and to the standards of customer care.

   Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.

   Duties and responsibilities of the post may change over time as requirements and circumstances change.

   The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other duties as may be required by the Line Manager that are broadly within the grading level of the post and the competence of the post holder.

Person Specification

JOB TITLE: ICT Technician

Experience:
- NVQ 3 or equivalent qualification or experience in relevant discipline i.e. ICT networking equipment and software across an organisation.
- Specific training in specialist area.

Skill, Knowledge and Abilities:
- Able to carry out set duties **(E)**
- Able to work using own initiative **(E)**
- Possess an attention to detail **(E)**
- Be receptive to new ideas and change **(E)**
- G suite knowledge **(E)**
- Sound ICT skills using Merakai systems/Apple School Manager **(D)**
- Server administration experience 3 year + **(D)**
- Apple MAC experience **(D)**

Education and Qualifications:
- Good standard of general education **(E)**
- Good numeracy and literacy skills **(E)**
- First aid qualification (training will be provided) **(D)**
- Willingness to complete an `in house' induction programme **(E)**
- Willingness to participate in development and training opportunities **(E)**

Personal Attributes:
- Willingness to integrate into a team **(E)**
- Able to use own initiative to deal with situations as they arise, acting in line with school policies and instructions **(E)**
- Have a friendly, co-operative approach to parents, pupils and staff **(E)**
- Have a high level of personal drive and energy **(E)**
- Willingness to work flexibly in terms of job roles and responsibilities **(E)**
- Willing to promote a positive image of the school **(E)**