



# IT Technician

**37 hours per week – Full Time**

NJC Level 2a points 3 – 4

£18,562 – £18,933 per annum

*Hours 8.00am – 4.00pm (Monday – Thursday)*

*8.00am – 3.30pm (Friday)*

## June 2021





## Welcome from our Executive Principal

Sandy Secondary School continues to go from strength to strength; it has a fantastic staffing team and was rated as “GOOD” by Ofsted in December 2017 with outstanding features. It is a place all staff and students are pleased to attend and proud to be a member of the school community. The School continues to achieve some of the best GCSE results in the whole of Bedfordshire (and many of our surrounding counties), as well as at A level. The school has some stunning results from Years 9 and 10 as well, as we do have a policy of early entry where appropriate. We are one of the TOP 100 performing schools in the country and have been awarded a prize by the SSAT for the excellent progress our students make.

Our transformational journey continues this year, with even higher expectations, refinement of our systems and an even greater focus on achievement and success. I look forward to receiving your application and welcoming you to our school in person should you be shortlisted for interview.

May I take this opportunity to thank all applicants for their interest in this post and in Sandy Secondary School.

With best wishes

Miss Karen Hayward  
Executive Principal

## IT Technician

Reporting to the IT Network Manager, your main responsibilities will be to help raise attainment in ICT across the school, by ensuring hardware resources are well maintained and by ensuring that staff, students and parents are supported in using ICT to support learning. This job is a full-time position, starting immediately.

What you'll need to succeed Good working knowledge of maintaining ICT hardware and software as well as working knowledge of maintaining Windows Network. The successful candidate will be able to demonstrate their background as a IT Technician. Along with resilience and great organisational skills, excellent communication and interpersonal skills are crucial as you will be liaising with staff and students daily. Previous experience working in a school environment would be advantageous but is not essential.

### How to apply for the role:

Application is by completed application form. Applications are invited by email to: [vacancies@sandysecondaryschool.com](mailto:vacancies@sandysecondaryschool.com)

**Closing Date – Tuesday 29<sup>th</sup> June 2021 at 9.00am**

### ***Safeguarding***

*Posts working with either children and/or vulnerable adults will be subject to the disclosure of criminal records, the successful applicant will be required to undertake an enhanced DBS check.*



## IT Technician: Job Description

**JOB TITLE:** ICT Technician

**RESPONSIBLE TO:** ICT Manager

**JOB PURPOSE:** To provide a range of technical and general support in respect of ICT

### Main duties and responsibilities

To assist in the implementation of the school's ICT strategy by undertaking the following under the direction of the ICT Network Manager:

1. Maintaining the school computer networks, ensuring network servers are backed up as specified in the school's ICT policy.  
  
Ensuring staff and pupils have access to internet and intranet sites and set up e-mail accounts.  
  
Carrying out minor repairs to equipment where there is no maintenance contract.  
  
Referral of serious technical and support problems to both the ICT Manager and appropriate technical/support facility, to ensure the quick resolution of faults.  
  
Installation of software and hardware including the updating of drivers and anti virus software.  
  
To set up user accounts for staff and pupils in accordance with the school's policies.  
  
To clean, adjust and safeguard VDUs and other computer equipment regularly, ensuring safety requirements are met as directed.  
  
To be responsible for issuing, checking and re-ordering of computer paper and other consumable stock.  
  
Maintenance of the hardware asset register.  
  
To be responsible for loaning of equipment to teaching staff, ensuring its correct use and that it is returned within agreed timescales.
2. To ensure the security of the computer room(s) and equipment.
3. To set up equipment for use by teaching staff and tidy up at the end of each lesson.
4. To provide ICT support to staff and pupils via direction from staff and solving day-to-day ICT problems.
5. To be familiar with the requirements of Data Protection legislation and to ensure compliance with it.
6. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
7. To undertake any other duties of a similar level and responsibility as may be required.



**Health and Safety**

To have an up to date knowledge and demonstrate a good understanding and knowledge of equalities legislation and the Equality and Diversity policies as applicable to the role.

**Professional Development:**

- Maintain and update your own knowledge and skills in line with legislation and the needs of the role.
- Attend CPD events as required.
- Undertake any additional training highlighted by line management feedback.
- Lead by example to maintain a high standard of professionalism at all times.

**PERFORMANCE MANAGEMENT:**

Participate in the School’s arrangements for performance management, professional development and the School’s arrangements for quality assurance and internal verification.

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

The School will endeavour to make any necessary reasonable adjustments to the Job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment of any employee who develops a disabling condition.

This Job Description is current at the date shown but following consultation with you, may be changed by the Principal to reflect or anticipate changes in the Job which are commensurate with the salary and Job Title.

Due to the nature of this job, it will be necessary for the appropriate level of Criminal Record Disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the School. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

‘We believe in the welfare and safeguarding of all children and expect ALL staff to share the same view’

Signed by Job Holder: ..... Date: .....

Signed by Line Manager: ..... Date: .....

## IT Technician: Person Specification

Essential	Desirable
<b>Education - Qualifications</b>	
Good level of numeracy and literacy	Recognised qualification (eg CLAIT) in ICT related subject
<b>Experience and background</b>	
Minimum of 6 months experience, and training, on computers e.g. databases, spreadsheets, internet and setting up email accounts	<p>Experience of Local Area Networks</p> <p>Experience of school related software e.g. SIMS, Key Solutions</p> <p>2 years experience of work as an ICT technician</p>
<b>Skills/Knowledge/Aptitude</b>	
<p>Able to work as a member of a team</p> <p>Ability to communicate effectively with colleagues and pupils</p> <p>Appreciation of the use of ICT in a classroom setting</p> <p>Good analytical and problem solving skills</p>	Evidence of further professional development in the ICT field
<b>Motivation</b>	
<p>Ability to work without supervision and able to prioritise work.</p> <p>Willingness to undertake further training</p>	
<b>Physical</b>	
<p>Ability to lift/move computer equipment</p> <p>Ability to reach inaccessible areas for installation and maintenance of equipment</p>	
<b>Other</b>	
Must be fluent in the English language in accordance with the Immigration Act 2016	Assessed in interview