

MARSHFIELDS SCHOOL
IT TECHNICIAN
SCALE: 2 to 17 (£17711 – £23836)
37 hours per week Full time Permanent

Responsible to: Headteacher

Purpose of the Job:

Main Duties

We are seeking to appoint an experienced IT Technician who will support the learning of our students by providing an efficient and effective IT support service across the school. The successful candidate will be a proactive worker, with a commitment to keeping up-to-date with new technologies.

Key Duties

- Supporting the maintenance, installation and development of school IT resources.
- Providing training and support sessions for staff and students.
- Assisting in the classroom and providing curriculum support as appropriate.
- Ensuring IT facilities and systems across the school are well maintained and fully functional at all times.
- Liaise with external support agencies to resolve faults speedily.

Knowledge and Skills

- Working knowledge of network systems, their installation, maintenance and adaptation.
- Capable of supporting Windows 10 and Office 2016 in a domain environment.
- Able to support the school website.
- Able to install and test new software; ensure these are available to appropriate users.
- Complete and maintain the asset register.

Personal Skills

- Enthusiastic and energetic with excellent communication and people skills.
- Organised and able to work within a team.
- Committed to improving standards.
- Flexible and adaptable approach.
- Ability to actively record, document and share knowledge.
- The ability to work flexibly and pro-actively as occasions demand.

SEND

- To play a full part in the life of the school community, to support its distinctive ethos and mission and to encourage staff and students to follow this example;
- Identify and implement appropriate strategies to support students with additional needs, those who are financially disadvantaged and those with EAL;
- To contribute to the overall ethos of the school in order to ensure an environment which is calm, purposeful and happy.

Safeguarding

All staff are responsible for ensuring safeguarding, health and safety policies and procedures are enforced in line with Marshfields School policy and current legislation.

Other duties

Any other reasonable duties as requested by the Headteacher. This job description sets out the main duties associated with the purpose of the post. It is assumed that other duties of a similar nature are not excluded because they are not listed.

PERSON SPECIFICATION

	Required	Desirable	Evidence
Qualifications	A sound educational background or relevant experience is required. Knowledge of Office 365 services and capabilities. Ability to maintain and support audio / visual equipment including touch screens, projectors, whiteboards and amplifiers.	GCSE English and maths grade A*-C or 5-9 ICT post-16 qualification.	Interview, letter of application.
Experience	Significant IT skills for the support, installation and maintenance of computer hardware, network operating systems, software and printers.	Experience of providing IT support.	Application form and interview.
Professional Skills	Reliability, trustworthy and capable of handling confidential information. Ability to work in a team, understanding school roles and responsibilities. Ability to work under pressure. Good level of accuracy and detail. Able to communicate effectively with students, staff and stakeholders.	Proactive in managing time in a useful way, seeking further tasks to support the running of the school.	Interview, letter of application.

Professional Development	Ability to self-evaluate. Commitment to improving own abilities.		Letter of application and interview.
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