

# Recruitment

## Advert, Job Description and Person Specification



### ADVERT

Job title	:	ICT Resources Technician
Grade	:	SO2
Hours	:	35 hours per week – Full Time
Responsible to	:	Headteacher of New City and Rosetta Primary Schools
Location	:	New City Primary School and Rosetta Primary School

---

New City and Rosetta Primary Schools are looking to appoint an ICT Resources Technician to support each of their schools.

The overall purpose of the Job is:

To provide software and hardware support for computer systems across both schools for administrative and curriculum use whilst maintaining the highest levels of safeguarding practice.

The Trust is committed to professional development and equality for all staff and will provide a high level of induction and training for new staff members.

We are committed to safeguarding and promoting the welfare of children. This is reflected in our rigorous approach to the recruitment and professional development of staff. The successful applicant will be subject to an enhanced DBS check.

Advertisement date	:	Friday, 3 February, 2023
Closing date	:	Friday, 17 February 2023
Interview date	:	TBC
Start date	:	As soon as possible



## Job Description

<b>Job Title:</b> ICT Resources Technician	<b>Service Area: Boleyn Trust</b>
<b>Division/Section:</b> Boleyn Trust Schools	<b>Job Number:</b>  <b>Job Evaluation Number:</b>
<b>Grade: SO2</b>	<b>Date last updated: January 2023</b> <b>Date of last Evaluation: January 2023</b>

### PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety at Work practices and manage risks appropriately.

### EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with The Boleyn Trust. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

### Overall Purpose of Job

To provide software and hardware support for computer systems in The Boleyn Trust for curriculum and administrative use whilst maintaining the highest level of safeguarding practice.

### Job Context

1. The postholder reports to the School Leadership Team (SLT).
2. The postholder has no line management responsibility.
3. The postholder has no budget responsibility.



**The  
Boleyn  
Trust**

## **Key Tasks and Accountabilities**

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the postholder. This is not an exhaustive list of all tasks that may fall to the postholder and employees will be expected to carry out such other reasonable duties which may be required from time to time. The following duties will be carried out with directed supervision at various school sites.

1. To be familiar with the use and support of Windows Server along with a range of other network software and general hardware.
2. To configure new systems as well as existing workstations as required onto the schools network systems.
3. To provide general maintenance and technical housekeeping of computer systems, interactive white boards, peripheral devices and inform the SLT of new equipment for the future.
4. To assist in the management and maintenance of the school email accounts provided by London Grid for Learning (LGFL).
5. To manage, update and maintain school websites.
6. To develop and manage up to date inventory system of computer equipment( assist register compliant) and ensure regular maintenance is carried out for audit purposes.
7. To be responsible for maintaining the network user accounts including addition and deletion of users.
8. To plan, prepare and deliver twilight training sessions to groups of staff who require familiarization in ICT equipment and systems.  
To create a range of resources to support the training sessions at all competency levels.
9. To be responsible for the stock take of computer consumables and ordering of replacement toners and cartridges for printers.
10. To manage and maintain an up to date log of faults and remedial actions and provide solutions to problems wherever possible.
11. To act and be responsible for IT across the school in the absence of the SLT.
12. To follow all school policies as well as The Boleyn Trust IT and Health & Safety Policies and adhere to the working practices across the trust schools.
13. To maintain an active participation in continuing professional development and complete relevant On-line Safety courses and conferences where necessary.
14. To carry out other duties that are in line with the purpose and grade of the job.



## Personal Specification

<b>Job Title:</b> ICT Resources Technician	<b>Service Area: Boleyn Trust Schools</b>
<b>Grade: SO2</b>	<b>Date last updated: January 2023</b> <b>Date of last Evaluation: January 2023</b>

### IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you may will not be shortlisted. Please give specific examples wherever possible.

<b>CRITERIA</b>	<b>METHOD OF ASSESSMENT</b>
<p><b>EQUALITY AND DIVERSITY</b></p> <p>We are committed to and champion equality and diversity in all aspects of employment. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.</p> <p><b>PROTECTING STAFF AND SERVICES</b></p> <p>Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.</p>	
<p><b>KNOWLEDGE:</b> Demonstrate a current working knowledge, configuration and installation of Windows server 2012 R2, 2008 R2</p>	<p>Application Form/Interview</p>



<p>To have knowledge of a broad range of IT devices, including Microsoft, Apple, Google and LGFL</p> <p>To hold a high standard of qualifications along with verbal and written communication skills.</p> <p>High knowledge and understanding of school routines and their requirements to enhance teaching and learning of ICT</p> <p>A demonstrable current knowledge and experience of ICT technical support in schools to a high standard</p> <p>Demonstrate a high level of knowledge and understanding of Safeguarding, Health &amp; Safety and Equal Opportunities</p>	<p>Interview/Test</p> <p>Interview</p> <p>Application Form/Interview</p> <p>Application Form Interview</p> <p>Application Form/Interview</p>
<p><b>SKILLS AND ABILITIES:</b></p> <p>Ability to keep up to date with current ICT initiatives and information.</p> <p>Ability to organize, manage and prioritise workloads across school sites.</p> <p>Ability to identify operating system problems and source a solution.</p> <p>Demonstrate a professional manner, integrity and be mindful of confidentiality.</p> <p>Ability to work closely as part of The Boleyn Trust and its schools.</p> <p>Communicate effectively with staff,</p>	<p>Interview</p> <p>Interview</p> <p>Form/Interv</p> <p>Interview</p> <p>Interview</p>

