

ICT Technician



LITTLEGARTH
A truly independent school & nursery

ICT Technician

An enthusiastic and competent ICT technician is now wanted to assist our ICT Manager across our lovely school for pupils aged 2-11. You will be passionate about ICT developments, willing to help teachers with ICT in their classrooms and be part of the exciting developments we have in store! You will be committed and hard working and will enjoy being part of our team.

The role is offered full time or part time from January or February 2022



The School

Littlegarth is a truly independent Prep School for 2-11 year olds situated close to Nayland, just north of Colchester. Its stunning location and enviable educational results make it a top performing school in the area, whilst also providing pupils with an exciting and broad curriculum and excellent pastoral care. This environment ensures pupils receive the very best start in life, with opportunities across clubs and lessons enabling them to find their own individual strengths.

Safeguarding is of the utmost important in the school and candidates will be required to undergo an enhanced DBS check, additional checks, references checks and complete safeguarding as part of any interview.

This is an exciting position for the right candidate, in a superb school with a friendly staff team.

Scope

The role is offered at either 30 hours (8.30-3pm, Mon-Fri), or full time.

A competitive salary is offered for the role.

Holiday entitlement will be 25 days paid holiday per year to be taken in school holidays, with due regard to the needs of the school and following consultation with the ICT Manager. In addition to this, payment will be made for all Statutory holidays. As a part time employee holiday entitlement will be pro rata to days of work.

The role is permanent, subject to a probationary period.

The role reports to the ICT Manager, and via them to the Head.

The role is usually based at Littlegarth School but may also be based at other locations as required, including from home if necessary due to lockdown, isolation or similar events.

Job Description & Person Specification

- Assist the ICT Manager in the day to day running, maintenance and development of the school network and associated devices.
- Act as the first port of call for IT problems and escalate to the ICT Manager where necessary
- Run the ICT helpdesk accurately and effectively. Liaise regularly with the whole range of school staff to ensure ICT is used correctly, effectively and for best effect.
- Be able to discuss ideas teaching staff have for using ideas so their teaching vision can be progressed to reality where appropriate.
- Follow relevant health and safety policy and procedures Follow relevant data protection policy and procedures and raise awareness amongst staff, pupils, and others.
- Work to timescales and service level agreements to ensure that teaching and learning is not affected by an IT fault
- Assist with audio-visual projects across the school
- Prioritise workload in order to ensure that urgent jobs are completed quickly and successfully
- Carry out any other duties deemed appropriate by the school's ICT Manager or Senior Leadership Team
- Deputise for the ICT Manager during any absence
- Ensure that all children are safe at all times by following school safeguarding policies and procedures.

Person Specification

Qualifications and Experience

Criteria	Essential
Qualifications	<ul style="list-style-type: none"> • ICT NVQ Level 3 or comparable experience
Experience	<ul style="list-style-type: none"> • Experience in 1st line support • Hardware and software installation and maintenance • Knowledge and experience of the following Server applications- Windows Server (including Active Directory, GPO and OU's), 2016 and 2019. • Installation and Administration of Microsoft Office Applications. • Support and maintenance of modern ICT Systems and software. • Diagnosing and resolving PC, peripheral and application errors. • Management of interactive screens, projectors, printers and & AV equipment. • Up to date ICT knowledge and experiences
Skills (essential)	<ul style="list-style-type: none"> • Good level of spoken, written and verbal English. • Ability to take initiative and work proactively to provide solutions to unexpected problems and situations. • Ability to work independently and, at the same time, understand the value of teamwork • Able to create and maintain user guides. • Excellent customer facing skills and the ability to communicate clearly to a range of staff and pupils. • Able to quickly establish positive working relationships with pupils and staff. • Ability to handle difficult situations with sensitivity, confidentiality, and discretion at all times, combined with a calm personality, a practical approach and sound judgement. • Ability to plan and prioritise own workload, act on own initiative and manage conflicting demands, with minimum supervision. • Ability to handle work-related pressure from meeting deadlines, system interruptions or conflicting demands. • Good time management. • Suitability to work with children and young people • Ability to be a good role model to young people – demonstrate and promote positive values, attitudes, and behaviour.

Person Specification

Physical Demands (essential)	<ul style="list-style-type: none"> • Ability to lift and carry, moving computer equipment on a regular basis. • Ability to occasionally work in awkward positions (e.g., under desks or in network cabinets) for installation and maintenance purposes
Physical Resources (essential)	<ul style="list-style-type: none"> • Careful handling and use of expensive computer equipment • Handling of digital information with care and accuracy, confidentiality and securely.
Attributes (essential)	<ul style="list-style-type: none"> • Enthusiasm, energy, good sense of humour and commitment • Excellent health and attendance record • Honest, cheerful, 'can-do' attitude, team-player • Calm, organised, good at explaining, user-orientated • Excited and passionate about ICT • High expectations of ICT systems, of self and the ability to prioritise activities which would have the most impact on effective teaching and learning. • A willingness to undertake additional training, keep up to date with developments and changes in good practice. • Awareness and adherence to relevant health & safety regulations and a commitment to equality of opportunity. • Accept the need for continuing development and training. • A complete commitment to safeguarding & promoting the welfare of children and young people. • A commitment to equal opportunities and diversity

Safer Recruitment

Littlegarth School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with current and past employers and the Disclosure and Barring Service (DBS).

The successful applicant will be given a conditional offer of appointment subject to the following pre-employment checks:

- identity
- qualifications
- enhanced DBS
- right to work in the UK
- overseas check (if lived abroad)
- European Economic Area check (if applicable)
- two satisfactory references
- a complete employment history



Closing date for application: Friday 10th December at 5pm

Applications must be on the school's application form, with a covering letter attached. Applications should be emailed to office@littlegarth.org, for the attention of the Head.

Should you have any questions about the role, please email the ICT Manager on dfountain@littlegarth.org in the first instance to arrange an informal phone conversation.

Interviews are anticipated to be held on 15th December. These are expected to be in person, but may be fully or partly online, depending on circumstances.

Littlegarth School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with current and past employers and the DBS.

Thank you for your interest in this rewarding opportunity. I look forward to receiving your application and perhaps meeting you later in the term.

Kathy Uttley
Head





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Littlegarth School,
Horkesley Park, Nayland, Colchester, Essex, CO6 4JR

01206 262 332
office@littlegarth.org
www.littlegarth.org