**JOB DESCRIPTION**

**Job Title: Information Technology Technician**

**Responsible to: Network Manager**

**Line Manager: Network Manager**

**Job Purpose:** Under the direction of the Network Manager to support staff and students with ICT facilities throughout the School to ensure the successful delivery of the curriculum.

**Key Responsibilities and Duties:**

* To provide classroom support for computers, peripherals and software.
* To perform routine network maintenance tasks.
* To provide advice and practical support to students and staff to ensure compliance with safe working practices.
* To be able to set up, maintain and remove user network accounts where appropriate, including the School VLE
* Support staff in the use of ICT equipment.
* Support the day to day running of the network in collaboration with Network Manager.
* To be able to install hardware and software in Offices and Classrooms.
* To be able to support SIMS systems and liaise relevant support.
* To maintain, install and remove software and hardware.
* To support and maintain office 365 and google G-Suite.
* To perform routine ICT tasks.
* To provide support and maintenance of the School’s virtual learning platform.
* To set up equipment for assemblies, meetings, whole school events for example, Open Days and assemblies.
* To undertake repairs and report other damage to the Network Manager.
* To facilitate the smooth running of the network by undertaking reasonable tasks as required, including some administrative tasks.

**General**

* To work according to Health and Safety regulations being aware for your own safety and the safety of others.
* The post holder will be competent in a range of technical skills and be able to work independently under the direction of the Network Manager.
* To support the maintenance and development of the school website.
* To attend meetings as and when required
* To work according to the School’s policies and procedures.
* To carry out other duties as reasonably assigned by the Network Manager.

**Additional Information**

Ratcliffe College is an independent Roman Catholic day and boarding school founded in 1847. The School is located just off the A46 at Ratcliffe-on-the-Wreake and is situated in 200 acres of beautiful grounds. There are 850 students ranging from age 3 to age 18, including a significant number of boarding students. There are 260 members of staff.

The ICT Support Department is located in the Senior School building and oversees ICT across the College. The team comprises of a Network Manager, two ICT Technicians and a Web Manager.

* A network of over five hundred computers across the college campus, including pc’s, laptops, IMacs, iPads and Google Chromebooks
* Touch screens are installed in all classrooms as well as digital signage throughout the College
* Extensive computer software
* Full site Wi-Fi coverage

**The terms related to this post are:**

**Hours:** Monday to Friday, 8.00am to 4.00pm with 1hour lunch break each day (a total of 35 hours per week)

**Salary:** £24,000 per annum depending upon experience

**Holidays:** 25 days plus bank holidays

Holidays must be taken during School holiday times

**Additional benefits:**

* Free lunches
* Free parking
* Free beverages throughout the day
* Membership of the Ratcliffe College Support Staff Pension Plan
* After qualifying period, staff discount on School Fees

This post is subject to the terms and conditions of employment for Support Staff.

Please return completed application forms to [HR@ratcliffecollege.com](mailto:HR@ratcliffecollege.com) by **1.00pm on Friday, 4 January 2019**; interviews will be held on Tuesday, 15 January 2019

***Ratcliffe College is committed to safeguarding and promoting the welfare of children, therefore before a permanent appointment is made Child Protection screening, checks with past employers and Criminal Record screening through the Disclosure and Barring Service, must be satisfactorily completed.***

[www.ratcliffecollege.com](http://www.ratcliffe-college.co.uk)