



***'Learning For Life'***

## **APPLICATION PACK**



# **ICT Technician/SIMS Administrator (Technical)**

**required for an immediate start**

**Headteacher: David Pover**

**The Burgate School and Sixth Form, Salisbury Road, Fordingbridge, Hampshire, SP6 1EZ**

**Tel: 01425 652039**

**Fax: 01425 656625**

**Email: [burgate@burgate.hants.sch.uk](mailto:burgate@burgate.hants.sch.uk)**

**Website: [www.burgate.hants.sch.uk](http://www.burgate.hants.sch.uk)**



Dear Prospective Applicant

I am pleased that you are interested in applying for this post at The Burgate School and Sixth Form. The Burgate is a school that expects both staff and students to strive to do their very best united by a common belief that everyone's learning journey should be exciting and individual. Our desire to be one of the top comprehensive schools nationally continues with great enthusiasm and this appointment is a key factor in ensuring that we achieve that ambition.

**ICT Technician/SIMS Administrator (Technical)**

Required for an immediate start the successful candidate will support the work of the school in this key position. The role of the ICT Technician/SIMS Administrator is to look after the school's network, install, order and maintain software and hardware and provide technical support to teachers and students.

We are seeking to appoint a friendly, professional and motivated individual who has a good knowledge of general ICT hardware and software, is highly organised and has excellent communication skills. Previous experience of working in an academic environment would be advantageous but not essential as training will be provided.

Hours per week is 37 hours. The hours of work are from 07:30 to 15:30 Monday to Thursday and 07:45 to 15:15 on Friday.

The post is for 52 weeks per year

Salary: Scale 3 (£17,681 - £18,672) to Scale 4 (£18,870 - £20,541) dependent on experience.  
This is subject to a pending decision on a pay award.

Closing date for applications: Thursday 24 October 2019

**How to Apply**

Please take your time to look at the information about The Burgate School on our school's website. Should you have any specific queries that are not answered by the information provided, either in this application pack or on the website, please do not hesitate to contact the Headteacher's PA, Miss Sarah Hewett at: [shewett@burgate.hants.sch.uk](mailto:shewett@burgate.hants.sch.uk)

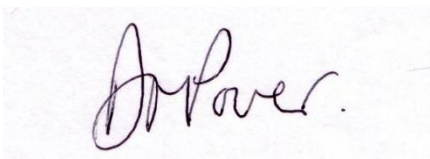
Please email your application using a school application form to the Headteacher's PA, Miss Sarah Hewett at: [shewett@burgate.hants.sch.uk](mailto:shewett@burgate.hants.sch.uk). Only applications submitted on the school's application form will be considered. Remember to fully complete all sections. You may also post or fax your application form if you wish.

**Pre-employment Checks (Disclosure & Barring Service)**

The Burgate School and Sixth Form is committed to safeguarding and promoting the welfare of children and young people. Due to the nature of the position for which you are applying, and to ensure your suitability for this type of work, all our recruitment and selection practices reflect this commitment. Should you be successful, any offer of a post will be conditional subject to the receipt of an enhanced Disclosure and Barring Check as well as other relevant pre-employment checks including two satisfactory references and a medical clearance. We welcome applications regardless of age, gender, ethnicity or religion.

We look forward to receiving your application.

Yours sincerely

A handwritten signature in black ink, appearing to read 'D Pover', is written on a light-colored, textured background.

**Mr David Pover**  
**Headteacher**



## **ICT Technician/SIMS Administrator (Technical) Person Specification**

### **Qualifications or Training:**

- Good level of education to at least GCSE standards or equivalent.

### **Experience:**

- Previous experience of working within a school/college setting would be desirable but not essential.

### **Skills, Knowledge and Attributes:**

- Good verbal and written communication skills;
- Self-motivated, with a can do attitude and a strong commitment to team-work and customer service;
- Ability to develop positive relationships with students, parents and colleagues;
- Ability to self-manage, organise and prioritise tasks and work under pressure during troubleshooting and problem-solving;
- Flexible, adaptable and capable of handling the various pressures and demands associated with this demanding and customer focussed ICT support role;
- Good knowledge of Microsoft products, including Office 365, SharePoint and other desktop related software products;
- Excellent troubleshooting skills, backed by a clear, analytical approach to problem solving;
- Ability to react quickly and effectively to issues and opportunities;
- Ability to work with confidential information and to maintain confidentiality in keeping with academy policies and legal requirements.

### **Additional Qualities:**

- Commitment to supporting the ethos of the school;
- Commitment to the success and wellbeing of all the students;
- Commitment to the protection and safeguarding of children and young people;
- Proactive approach;
- High level of confidentiality, honesty and integrity;
- Sense of humour and resilience to cope with the day-to-day ups and downs of school life;
- Willingness to undertake training relevant to the role.

All staff are expected to maintain a high standard of professional commitment, to be supportive of the academy's aims and ethos and to work together for the good of the students and of the school.



## ICT Technician/SIMS Administrator (Technical) Job Description

**Responsible to:** Network Manager, School Business Manager, Head of Computing  
**Weeks per year:** 52  
**Hours per week:** 37  
**Daily working times:** 07.30 – 15.30 Monday to Thursday, 07.45 – 15.15 Friday  
**Salary:** Scale 3-4 (dependent on experience)

It is the role of the ICT Technician to support the students' learning throughout the information technology areas.

### KEY RESPONSIBILITIES

#### Curriculum

- To support the Network Manager
- Daily checking to ensure network is operational
- To support curriculum areas of information technology and business studies
- To commission new PC's, laptops and other computer equipment.
- Install software and update computer systems
- To support the school network – including the Sixth Form [both hardware and software] and associated equipment
- To maintain and repair computers and associated hardware throughout the school
- To carry out minor repairs/upgrades
- To troubleshoot problems with interactive white boards, internet or the Network
- To maintain adequate supplies of toner and other consumables and order as required
- SIMS – Maintain the SIMS database, installing SIMS updates and patches when required, Monthly testing of the SIMS backups to ensure we have adequate data in case of a failure. Preforming general housekeeping on the data, including regularly running of System / Database Diagnostics searching for errors and faults, resolving duplicate contact and multi-agency information. Produce reports as required from SIMS for whole school information. Setup detentions for the academic year as requested by HoS.
- Whole School Inventory – Maintain the whole school inventory and document every asset on the Parago system (Mainly concentrating on ICT Equipment), mark all new

equipment with security marker and allocate an asset ID. Complete asset disposal forms when required.

- Managing Photocopiers – Adding / Deleting Staff / Students – Managing reports.

### **Administration**

- To organise the repair of equipment under warranty as required.
- To order computer equipment when required.
- To work with the Network Manager in supporting ICT and other technological developments in curriculum and/or administration areas.
- To ensure that the guide lines of the Health and Safety Policy are followed:
  - a] cleanliness and tidiness of ICT rooms
  - b] organise the repair and maintenance of computer equipment

### **Technical**

- To operate and oversee the school surveillance system
- To set up technology for assemblies and presentations as required.

### **General**

- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection reporting all concerns to the appropriate person.
- To attend training courses as directed by the School Business Manager.
- To play an active part in the life of the school, sharing the aims and objectives of The Burgate School and Sixth Form.
- To take part in the School's Annual Review and Appraisal Scheme for Support Staff.
- Carry out other duties as are within the scope and the spirit of the job purpose, the title of the post and its grading.