

IT Technician

Scale: 2-3

Hours: 37 hours per week - Full time

Salary: £18,562 - £19,698 (depending on Experience)

Closing date: Wednesday 27th October at
12.00noon

Interviews will take place w/c 1st November

Start date: As soon as possible

Say yes to new adventures.



Everyone matters and every dream counts.

Welcome to Ryburn Valley High School. We're a thriving 11-18 comprehensive school, in a well-equipped, modern building with a truly stunning setting looking out across the Calderdale hills. As it says in our mission statement, our core purpose is to inspire students with a love of learning, a zest for life and a genuine confidence to excel in a colourful world.

We do that through excellent teaching and learning, and by putting creativity at our heart. Our staff are amazing, in both the incredible range of opportunities they make possible, and in the relationships they build as a foundation. We get results, but we give so much more, shaping a generation with the kindness and character our future needs.

We're rightly proud of our strong exam results, each grade telling the story of a student's effort and dedication, the support of their family and school community, and the encouragement and skill of their teachers. Our teachers are our biggest asset. They bring passion and care, and back that up with highly effective teaching strategies. We cherish our staff to support their wellbeing and enable them to thrive. We never stop learning, and we continue to invest in our teachers' and the school's development both by reflecting deeply on our own practice and by reaching out to leading educational research to keep ahead of our game.

Join the Ryburn family, where everyone is supported and challenged to excel.

Kath Parker, Head of School

When schools collaborate, incredible things happen.

Together Learning Trust is a thriving group of five schools, two secondary and three primary, inspiring over 3500 young people. We are driven by a shared commitment to providing magical learning experiences for all our children and a belief that all of them can achieve great things.

Exceptional achievement stems from developing world class teaching and learning. **Creativity** is the core of our values. Our staff are amazing, in both the relationships they forge and the incredible range of opportunities they make possible. We get great results, but we give and expect so much more. We are shaping a generation of future global citizens with the character they need to succeed; with the integrity and commitment to **excellence** that will enable them to thrive.

Together Learning Trust schools are wonderful places to work. We value and support our team across all our schools, and recognise the ideas, experience and expertise of our staff. Being part of the Trust opens up new opportunities for staff development. The Trust schools work closely together to identify and then implement the best school improvement strategies across its schools. Our aim is to grow great people and talent.

We cherish our staff, support their wellbeing and enable them to flourish. We never stop learning, so we invest in both our teachers' and schools' development and by reaching out to leading educational research to keep ahead of our game. Being part of Together Learning Trust feels special due to the unique nature of the schools and the opportunities it brings for staff, students and communities to collaborate. For everyone involved in our Trust our mission is simple. To **Grow, Excel, and Learn Together**.

What could we do, together?

David Lord, Chief Executive Officer

ICT Technician

Job Title: ICT Technician

Line Manager: ICT Manager, Business & Compliance Manager

Scale: Full Time - 37 hours per week

Salary: NJC Scale 2/3 - £18,562 - £19,698 Full-time

Start Date: As soon as possible

Key Responsibility:

- Offering ICT support in lessons as requested by staff.
- Assist with Maintenance of all ICT equipment on site.
- Supporting a wide range of software.
- Provide Support for whole school events where required.
- Provide ICT Support to the contracted Primary schools.

ICT Support

- Respond to any issues that arise during lessons for staff in a prompt manner.
- When requested (and approved with the IT manager) provide whole lesson support for ICT lessons.
- Maintain the general upkeep of ICT classrooms, including peripherals, monitors and PCs.
- We will always try to repair equipment before purchasing a replacement, so you will be expected to assist with this.
- Where products are within warranty you will be required to liaise with suppliers to arrange the repair/replacement of equipment.
- The main software used on a day-to-day basis is Microsoft Office, so a good understanding of this would be helpful for troubleshooting any issues and aiding with the more technical aspects of its functionality.
- Supporting the use of Google Classroom and the use of Google Apps/G Suite within different subjects – this includes the management of user accounts within the Google Admin Centre.
- Providing support for the cashless catering system – this includes the registration of new biometric accounts and ensuring that data is up to date within the cashless catering software.
- The use of subject specific software is very common within departments (for example Google SketchUp and Corel Draw within Technology Photography and VirtualBox and Python for ICT/Computing) so a basic understanding of the functionality (or the ability to develop skills) of these is helpful for assisting with any issues that may arise.
- Ensure that software on school devices remains up to date with the latest, tested version.
- Assist with the management of user accounts in active directory.
- Assist with the management of Office 365 accounts and any distribution groups within the organisation.

Primary Schools

Under the direction of the ICT manager undertake all aspects detailed below:

- Complete weekly visits to the contracted Primary School Sites to deal with any issues that arise.
- Ensure that a good working relationship is always maintained with contracted schools.

- Manage any server configuration on the primary school servers, under the instruction/direction of the ICT manager.
- Regular health checks on the primary networks.
- Liaise with the ICT Manager on all aspects of the support contracts regularly.
- Assist with procurement of any new hardware.
- Advise on any software agreements.
- Provide suitable off-site backup at Ryburn for the supported schools.

Business & Educational Staff Standards

- Complying with policies and procedures relating to Safeguarding, Child Protection, Health and Safety, Confidentiality and Data Protection. Reporting all concerns to the Delegated Safeguarding Lead.
- Be able to work collaboratively as part of a team.
- Develop positive working relationships with colleagues.
- Communicate clearly, respectfully and professionally with pupils, parents, colleagues and visitors.
- Work with his or her line manager to develop and implement a professional development plan.
- Use feedback and personal reflection to improve his or her own working practices.
- Where relevant, maintain first aid accreditation.
- Understand how the role supports the quality of teaching and learning.
- Understand the roles of external agencies and how to work with them as required.
- Follow all processes for the handling and banking of money meticulously.
- Know, understand and follow all procedures for the management of the schools finances, if working on financial matters.
- Use IT hardware and relevant software packages efficiently and effectively as required to fulfil your role.
- Retrieve and share the various types of information required by the post holder's specific role.
- Be able to competently use items of office equipment, such as the photocopier, and keep up to date with developments and changes to such equipment.
- Maintain filing systems, (both paper and electronic), efficiently and in accordance with current systems and processes.
- Ensure that documents are prepared and data is entered into IT systems accurately and on time.
- Answer telephones promptly and with a respectful and professional manner.
- Be familiar with all policies and procedures that are relevant for the role.
- Know where to get help and support.
- Know the limits of the role and when to refer people or issues elsewhere.
- Maintain confidentiality at all times.
- Understand his or her role in safeguarding and act on any safeguarding issues in accordance with school procedures.
- Maintain a safe working environment for his or herself and others including the completion of risk assessments.
- Undertake stocktaking and ordering of materials and equipment as required.
- Complete First Aid Training to assist the Health Care Assistant in ensuring the welfare of our staff and students.
- As traveling to Primary Schools and meetings is a part of this role, you will be expected to travel to various locations, therefore a driving licence and access to a car would be advantageous.

Other Specific Duties

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the Head of School to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown. It will be reviewed at least annually and, in consultation with you, it may be changed by the Head of School to reflect or anticipate changes in the job commensurate with the grade and job title.

We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check.

ICT Technician Person Specification

Person Specification

To be assessed through application, reference and interview

Criteria	Essential	Desirable
Qualifications		
GCSE Maths & English at Grade C or equivalent		✓
Further IT Qualifications		✓
Experience		
Experience of Windows Server and its capabilities/functionality	✓	
Experience of using Office 365 to manage mailboxes	✓	
Experience of working to deadlines	✓	
Experience of Microsoft Office including Excel	✓	
Experience of Data input		✓
Practical Skills		
Good computer skills	✓	
Demonstrate good judgement	✓	
Good organisational skills	✓	
Effective communication and interpersonal skills with both adults and children	✓	
Personal Qualities & Attributes		
Methodical and accurate	✓	
Commitment to Safeguarding	✓	
Calm under pressure	✓	
Think creatively and imaginatively to anticipate, identify and solve problems whilst under pressure	✓	
Caring and positive	✓	
Excellent time keeping and absence record	✓	
A good standard of literacy	✓	
Able to lift and carry light loads	✓	
Self-driven with a positive outlook	✓	
A natural forward planner who assesses their own performance	✓	
Mature, credible with excellent interpersonal skills		✓
Reliable, tolerant and determined	✓	
Well-presented and professional	✓	
Keen for new experiences, responsibility and accountability	✓	
Able to get on with others and be a team player	✓	
Ability to evaluate own learning needs and actively seek learning opportunities	✓	
Integrity and exercises confidentiality	✓	