



CHRIST'S COLLEGE  
FINCHLEY



# Recruitment Pack IT Technician

## ADVANCE YOUR CAREER

At Christ's College Finchley we value our staff by providing a positive school climate. Our aim is to ensure a balanced, secure and healthy workplace where our teaching and support staff can flourish. We do this because we know that our staff are central to the success of our pupils.

Your passion for education will be evident along with essential qualities such as the ability to communicate effectively, the ability to listen and the ability to collaborate and work with others. You will have that unique skill of monitoring and inspiring our young people and in return we will provide you with every opportunity for a rewarding career.

Christ's College Finchley has a high-performing workforce and staff talent which is evident by the low levels of staff absences and turnover. Our staff wellbeing approach is a priority and, along with our focus on promoting from within, is central to our staff retention strategy. We place great emphasis on reviewing individual workloads and time pressures to ensure there are flexible work routines; workplace support and integration; individual and team recognition; and positive working relationships to maintain and improve the mental and physical wellbeing of our staff.

In the same way that we have high expectations of our pupils, we have high expectations of our staff but the benefits and rewards are multitudinous, from job satisfaction and career development to professional and lifestyle benefits.

## CAREER, HEALTH AND WEALTH BENEFITS

In choosing to join us at Christ's College Finchley, you will be entitled to a range of benefits, designed to support you. We believe that staff can only discharge their responsibility for pupils if their own wellbeing is strong and therefore we prioritise reducing staff workload and fostering good wellbeing for all staff at CCF.

- Joining a welcoming team - we tend to describe CCF as Christ's College Family - with an environment where staff are encouraged to thrive and where senior leaders focus on strategies to ensure workloads are manageable, there is flexibility where possible and that staff are recognised for the excellent work they do.
- A school where teachers can teach because of strong behaviour systems and a recognition that teachers are the experts and therefore have autonomy, with no fads or 'non-negotiables'.
- A well-planned and personalised CPD programme to ensure we continue to improve year-on-year.
- Teaching staff have access to the Teachers' Pension Scheme with generous employer contributions and support staff are enrolled in the local government pension scheme.
- Annual on-site flu jab for all staff, including those not eligible for a free NHS flu jab.
- Free tea and coffee in our large staff room.
- A range of social events including summer barbeques and winter socials. Cake at Break takes place every Wednesday.
- On-site free parking.
- A scheduled calendar for staff, published in advance.
- Trained Mental Health First Aiders.
- Eligible staff are entitled to an eye test and a contribution towards corrective glasses where they are required specifically for display screen equipment use.
- Membership of the Schools Advisory Service which provides access for staff to a range of benefits including: GP appointment, counselling, some operations, physiotherapy and menopause support.



*Pupils and students receive a first-class education at Christ's College Finchley (CCF). This is reflected in the excellent examination results at GCSE and A level, as well as pupils' highly positive attitudes to school and respect for others. The bringing together of academic excellence and high expectations for pupils' conduct is what makes CCF so successful.*

**OFSTED, FEBRUARY 2025**



We are currently looking to appoint an ICT Technician to provide an outstanding IT support service to the staff and students at Christ's College Finchley (CCF).

The IT technician is responsible for maintaining and troubleshooting the IT systems, ensuring optimal performance and support for all technology-related needs. This role involves managing hardware, software, and networking issues, providing technical support to staff, and contributing to the smooth running of the IT infrastructure. The IT technician plays a vital role in ensuring that CCF's IT environment runs efficiently and enhances overall productivity.

POST TITLE:	IT Technician
DEPARTMENT:	Operations
SALARY/GRADE:	SCP 2 - 7 (£27,345 - £29,346 FTE) 39 weeks a year, term-time only working
RESPONSIBLE FOR:	Ensuring IT systems fully support teaching and learning and the smooth running at the school

## JOB DESCRIPTION

The post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom they come into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement, as well as the duties set out in the statutory guidance on 'Keeping children safe in education' and 'Working Together to Safeguard Children', at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, or have any concerns about a child's welfare, they must report any concerns to the School's Designated Safeguarding Lead immediately. This JD summarises the purpose of the job and lists its key tasks. It is not a definite list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the Academy in consultation with the post holder.

## DUTIES AND RESPONSIBILITIES

The IT Technician will be responsible for, but not limited to, the following:

- System Maintenance and Support:
  - Perform regular maintenance, troubleshooting, and repairs of hardware (desktops, laptops, projectors, interactive whiteboards, printers, network devices) and software.
  - Install, configure, and update operating systems, applications, and drivers across the school's network.
  - Monitor system performance and resolve technical issues in a timely and efficient manner.
  - Maintain an accurate inventory of all IT equipment.
- Network Management:
  - Assist in the management and maintenance of the school's local area network (LAN) and wireless network (WLAN).
  - Monitor network security, applying necessary updates and patches.
  - Manage user accounts, permissions, and profiles on the network and relevant platforms.
- User Support (Helpdesk):
  - Provide first and second-line technical support to staff and students, addressing IT-related queries and issues via various channels (in-person, phone, email).
  - Document all support requests and resolutions in a ticketing system.
  - Deliver training and guidance to users on software and hardware usage where necessary.
- Data Management and Security:
  - Assist with data backup, recovery, and security procedures to ensure data integrity and confidentiality.
  - Enforce school IT policies, including acceptable use policies for students and staff.
- Project Work and Development:
  - Support the IT department in planning and implementing new IT projects and system upgrades.
  - Research and recommend new technologies and solutions that could benefit the school.
  - Stay up-to-date with new technologies and best practices in educational IT.

- Safeguarding:
  - Adhere to all school safeguarding policies and ensure the safe use of IT equipment and online resources by students.

**Fulfil wider professional responsibilities**

- Make a positive contribution to the wider life and ethos of the school.
- Carry out your duties in line with school policies to support the wider development of students and to support staff.
- Work in collaboration with all staff to support the School Improvement Plan.

**Professional Behaviour**

- Employees of Christ's College Finchley are expected to be courteous and co-operative towards colleagues and provide a welcoming environment for visitors and telephone callers.
- Be aware of, and comply with, policies and procedures relating to safeguarding, data protection, health and safety.
- To carry out duties in a friendly, helpful and professional manner.
- To have a flexible approach.
- Participate in training as required.

**General**

All staff are expected to adhere to Christ's College Finchley policies and procedures. The postholder may be asked to perform other duties, including covering the essential work of absent colleagues, commensurate with the grading of the post, as directed by their line manager or senior leadership team.

This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.



## PERSON SPECIFICATION

Quality	Essential	Desirable
Proven experience working in an IT support role, preferably within an educational setting.		X
Experience with network troubleshooting (TCP/IP, DNS, DHCP) and wireless technologies.		X
Ability to diagnose and resolve hardware and software issues effectively.	X	
Excellent communication skills, both verbal and written, with the ability to explain technical information to non-technical users.	X	
Strong problem-solving ability, with a proactive approach to identifying and resolving IT issues.	X	
Strong organisational skills and the ability to prioritise tasks and manage time effectively.	X	
Ability to work independently and as part of a team.	X	
Excellent verbal communication skills	X	
Active listening skills	X	
A commitment to supporting an effective learning environment through technology.	X	
Experience with network cabling and infrastructure.		X
Familiarity with virtual learning environments (VLEs) such as Moodle, Google Classroom, or similar.		X
Resilient, positive, forward looking and enthusiastic about making a difference	X	
A commitment to ensuring the best outcomes for all pupils and promoting the ethos and values of Christ's College Finchley	X	
An excellent knowledge of guidance and requirements around safeguarding children, or the willingness to complete training.	X	

Early applications are encouraged: Christ's College Finchley reserves the right to close the advert before the advertised closing date.

*The Academy achieves some of the highest outcomes at GCSE of any comprehensive school in the country and ranked 288 in the country in The Times' Parent Power Best Schools list (2023-2024). Over 30% of all GCSE grades were 9-7 (A\*-A) this summer. 54% of all A Levels were graded at A\*-B.*



## FURTHER INFORMATION

### Compulsory declarations of any convictions, cautions or reprimands, warnings or bindovers

It is the school's policy to require all applicants for employment to disclose any previous 'unspent' criminal convictions and any cautions which have not expired, or any pending prosecutions. In addition, the job you are applying for is exempt from the provisions of the Rehabilitations of Offenders Act 1974.

### Online Searches

After shortlisting, Christ's College Finchley will conduct an online search as part of our due diligence and compliance with KCSIE. This may help identify any incidents or issues that have happened, and are publicly available online, which we may want to explore further with the applicant at interview.

### References

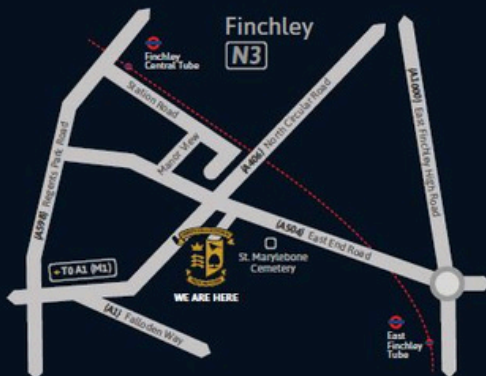
Referees will be asked about all disciplinary offences which may include those where a penalty is 'time expired' if related to children. Referees will also be asked whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry. References will not be accepted from relatives or from people writing solely in the capacity of friends.

It is normal practice to take up references on shortlisted candidates prior to interview. This is in line with the most recent version of Keeping Children Safe in Education statutory guidance.

### Privacy Notice for Job Applicants

This can be found on the school's website.

Providing false information will result in the application being rejected or withdrawal of any offer of employment, or summary dismissal if in post and possible referral to the police. Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire, and may be required to undergo a medical examination.



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