



IT TECHNICIAN

JOB DESCRIPTION

THE SCHOOL

RMS is a leading independent girls' day/boarding School with 940+ pupils aged 2 to 18 and over 240 teaching and support staff, situated on a 200-acre parkland site near Rickmansworth in Hertfordshire. Potential candidates are strongly encouraged to visit the school website www.royalmasonic.herts.sch.uk for more information about our thriving school, with its excellent value added results and inclusive community spirit that encourages both girls and staff to work to their potential and beyond.

THE ROLE

The IT Technician within any school is a vital role. At RMS our IT Support team develop and maintain a computer network system of over 500 PCs and 600 iPads spread over an extensive site. As part of the IT team you will be required to have an input into the development of our systems alongside maintaining our hardware and software to an agreed configuration, carrying out routine checks of systems and provide technical support to staff and pupils

JOB SPECIFICATION

The duties of the IT Technician will include, but not be limited to:

- Developing systems and databases
- Managing the Anti-Virus solution
- Managing Backup solutions
- Monitoring printer usage
- Monitoring servers to check on proper operation of systems
- installing, configuring and maintaining desktop computers and peripheral devices.
- setting up mobile AV equipment for presentations.
- PC hardware maintenance and fault diagnosis.
- Assisting staff and pupils with technical and user issues.
- network user account support and creation both within a Microsoft and Google environment.
- scheduled computer maintenance tasks carried out in classrooms, boarding houses and offices.
- providing advice, guidance and assistance to teachers, pupils and support staff
- using specialist skills and experience to support individuals or groups of pupils working on practical aspects of the curriculum, under the guidance of a teacher.
- assisting in identifying software, hardware and working practices required to fulfil the functional specification as defined by school staff.

Please note there is a manual element to the role, which includes the use of hand tools, and light and medium weight lifting (computers, printers, monitors etc).

PERSON PROFILE

The holder of this post will have to demonstrate flexibility and enthusiasm and enjoy working within a team with all members of the School community

PERSON SPECIFICATION

Experience and skills required:

- excellent understanding of the Windows operating system.
- excellent understanding of computer networks and Windows servers and domains.
- basic understanding of Apple devices.
- basic understanding of computer hardware and related peripherals.

Personal Attributes:

The successful holder of this post will need to demonstrate that he/she has:

- very good numeracy/literacy skills.
- good organisational skills.
- ability to work independently and collaboratively to ensure the delivery of agreed workload.
- ability to self-evaluate learning needs and actively seek learning opportunities.
- ability to relate well to children and adults.
- an approachable and friendly demeanour
- accuracy and good attention to detail.
- good communication skills

TERMS OF EMPLOYMENT

The terms of employment include:

- 52 weeks per year, 23 hours per week with hours negotiable.
- RMS Support Pay scale points S18 (£12.18 per hour) to S21 (£12.99 per hour), depending upon experience/qualifications
- The opportunity to participate in the Support Staff Pension Scheme
- Free lunches when the School's catering facilities are open
- Free car parking
- Preferential gym membership

DISCLOSURE AND BARRING SERVICE

The School is a "Registered Body" under the provisions of the Police Act 1997 because employment at the School involves access to children under the age of 18. This post shall be subject to the receipt of overseas criminal records check (where appropriate) and will require an Enhanced Disclosure Certificate (with barred list) from the Disclosure and Barring Service (DBS) before an offer of employment can be confirmed.

SAFEGUARDING CHILDREN

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Safeguarding Policy Statement 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 s/he must report any concerns to the Head.

In addition to the candidate's ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children, including;

- Motivation to work with young people
- Ability to form and maintain relationships and personal boundaries with young people
- Emotional resilience in working with the challenges that young people present
- Approach to the use of authority and maintaining discipline

Revision of Job Description

According to the development and requirements of the School, Job Specifications will need to be reviewed and updated periodically, after consultation with the Job Holder.