



SANDBACH SCHOOL
OPPORTUNITY, ACHIEVEMENT, EXCELLENCE



Application Pack for the post of
ICT Technician
Full-Time, Permanent

Job Details – ICT Technician

The School is looking to appoint a professional, enthusiastic, friendly and self-motivated team player to work closely with and support the Network, Systems and Media Manager to build positive working practices of teamwork to problem solve, in order to ensure that the school community has access to a reliable and appropriate ICT service.

Sandbach School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to enhanced DBS disclosure and satisfactory references.

Job Description ICT Technician

Responsible to:	Network, Systems & Media Manager
Hours:	37 hours per week, full time
Salary:	£17,995
Core purpose:	Support the Network, Systems and Media Manager to ensure that the school community has access to a reliable and appropriate ICT service

Main Responsibilities:

- Manage computer hardware, software and systems within school and provide technical support to school network to ensure effective IT provision to school for both curriculum and administrative purposes.
- Identify and install hardware and software to develop school systems in line with changing technology.
- Assist staff training to ensure staff are able to maximise IT resources.
- Maintain and action an effective helpdesk system, ensuring that tasks are logged, and effective feedback promptly provided.
- Assist in the resolution of network problems, maintain and repair hardware and software to enable the smooth running of all school IT systems.
- Ensure that all peripheral equipment (printers, touch screens, mice, photocopiers, cameras, camcorders and iPads etc.) are maintained in full working order.
- Become familiar with the needs of pupils and staff so that appropriate ICT hardware and software is available at the right time and place for teaching purposes.
- Ensure the asset tracking schedule is monitored and kept up to date.
- Carry out DSE assessments as required.
- Carry out updates of school MIS software and assist with production of statutory returns.
- Assist with video recording / photography of events as required.
- Assist with the running and upkeep of cashless catering hardware and software.
- Repair of ICT equipment including laptops. Understanding and knowledge required to identify fault and problem solve.
- Maintaining VOIP telephone system.
- Maintaining CCTV system.
- Managing and maintaining user accounts.
- Managing and maintaining imaging solutions such as Microsoft deployment toolkit.
- Maintaining the ICT network and internet connection.
- Making updates and changes to school website and social media pages as required.
- Data Inputting tasks.
- Assisting the Data and Examinations Manager with adhoc tasks throughout the year as required.

Other

1. As an employee of this organisation you may be asked to carry out duties at any of its establishments, at any time throughout the duration of your contract.
2. You will also be required to carry out any other duties which may reasonably be required of you.

Person Specification

ICT Technician	Essential	Desirable
Education		
5 GCSEs A-C or equivalent	✓	
To hold IT related qualifications, certification / accreditations		✓
Experience		
Experience of supporting desktop PC's, laptops and other network peripherals.	✓	
Experience managing user access to Microsoft 365 and supporting technologies	✓	
Have previous experience of working in a school environment		✓
To have previous experience of working with school MIS programs		✓
Knowledge and Skills		
To have excellent verbal and written communication skills	✓	
Good communicator	✓	
Team player	✓	
Excellent organisational skills	✓	
Attitude		
Enthusiasm and passion for ICT	✓	
Flexibility with a proactive nature	✓	
To work well as part of a team, with the skills and ability to also work independently.	✓	
Sensitivity	✓	
Honesty	✓	
Approachable	✓	
Ability to prioritise	✓	
Excellent punctuality and attendance record	✓	
Commitment to further developing own professional knowledge, skills and experience.	✓	

How to Apply

Please download and complete the application form from our website and e-mail your completed application to awells@sandbachschool.org. In order to promote fairness and consistency amongst applicants, only application forms fully completed will be accepted (please note that CVs will not be accepted).

Closing date for application is: Sunday 27th September 2020



Sandbach School, Crewe Road, Sandbach, Cheshire, CW11 3NS, Tel: 01270 758870, E-mail: enquiries@sandbachschool.org

We aim to develop the compassion, aspiration and resilience of each student. When they leave us we want them to be at ease with themselves, to have a sense of self-worth, to have developed their talents and abilities and to be a valuable member of society.