

BISHOP RAMSEY SCHOOL HUME WAY RUISLIP MIDDLESEX HA4 8EE

Telephone Number 01895 639227

Fax Number 01895 622429

www.bishopramsey.hillingdon.sch.uk

ICT TECHNICIAN

Scale 6 (Points 26 – 28)

(Salary £23,097 - £24,528)

36 hours per week

An ICT Technician is required with effect from 1st August 2008 provide ICT technical support for all aspects of school life under the direction of the ICT Manager.

Good understanding of networking fundamentals, servers, PC's, Notebooks and associated operating systems. In particular Windows 2003 Server and Active Directory is essential.

Application Forms and further details of the post are available from the school.

Completed application forms should be returned to Mrs J Howe,

Bishop Ramsey Church of England School,

Hume Way, Ruislip, Middx HA4 8EE.

The closing date for applications is Wednesday 25th June with interviews taking place on 30th June 2008.

Bishop Ramsey CE School is committed to safeguarding and promoting the welfare and safety of children and young people. The successful applicant will be required to undergo an Enhanced CRB check.

Bishop



Ramsey

CHURCH OF ENGLAND SCHOOL

JOB DESCRIPTION

Title of the Post: ICT Technician

Grade:

Immediate Supervisor: ICT Manager

Supervision Exercised:

Directly: Trainee ICT Technician

Contacts:

Internal: All staff and students

External: Suppliers, contractors etc.

Main purpose of the post:

To provide ICT technical support for all aspects of school life, responding appropriately to frequently changing priorities and deadlines

Under the direction of the ICT Manager, to maintain the school's ICT equipment to ensure optimum usage/value for money. In light of spending on the new build, capital value of such equipment is in the region of £500k

To deputise in the absence of the ICT Manager

KEY TASKS

Be responsible under the direction of the ICT Manager, for the safe and efficient working of the computers and networks including smart boards, projectors, scanners and printers.

Control access to all systems, to regularly check for unauthorised use of all systems, and to regularly check all servers updating antivirus software as necessary.

In conjunction with the ICT Manager, help manage the schools Domain Controllers, Applications Server, Web-Server, Proxy Server.

Assist in the management of the Learning Platform. (MLE/VLE)

Carry out daily housekeeping duties and other maintenance tasks as required. This may require repairing data sockets, changing wireless access points and other hardware repairs involving continued physical effort in limited spaces.

Install new Servers/PC workstations/Notebooks and other hardware when required.

Monitor students use of the network, including internet access, all digital equipment such as cameras, memory sticks etc.

Understand and manage software roll-outs across the network using GPO.

Upgrade all systems and applications as and when required.

Providing Technical and Other Support to Users:

First line support for users in all aspects of hardware and system devices:

- Using own initiative to resolve often complex problems without direct supervision
- Negotiating with contractors and outside agencies to resolve problems where necessary
- To support staff in the use of projectors, smart boards, notebooks
- To support staff using software including MIS Systems (SIMS) and many other applications.

With the ICT Manager, co-ordinate and provide training for all school staff as necessary.

To carry out research to investigate the price, specifications and possible suppliers for ICT services that the school requires. To make a recommendation to the ICT Manager

Help to evolve and maintain school policies in Data Protection, internet and e-safety. Participate as a full member of staff at the school, supporting initiatives and objectives across the whole School.

Undertake other appropriate work delegated by the ICT Manager.

PERSON SPECIFICATION

Qualifications

- A good level of general education to include GCSEs in English and Mathematics, minimum grade C
- A computer related qualification relevant to the tasks described

Technical Skill Requirements

- Good understanding of networking fundamentals, servers, PC's, Notebooks and associated operating systems. In particular Windows 2003 Server and Active Directory is essential.
- Good understanding of typical user applications: Microsoft office applications, Adobe Premiere and Dreamweaver Studio is essential.

Aptitude

- To work on your own initiative
- To work as part of a team when necessary
- To be able to work unsupervised.
- The ability to organise and prioritise workload accordingly.
- Demonstrate good problem solving skills.

Personal Qualities

- To get on well with work colleagues and with the students.
- To have good interpersonal skills
- To have the ability to work in a busy school environment and remain calm despite frequent interruptions and conflicting priorities
- To be flexible in your approach to duties.
- To have a sense of humour.
- Excellent communication skills with the ability to develop professional relationships and establish credibility at senior management level.
- Self-reliance and self-motivation.

Special Requirement

To be in sympathy with the aims and practices of a Church School.