



JOB DESCRIPTION
ICT Technician
Required as soon as possible

Department: ICT Department

Line Manager: Bursar

Role

The provision of safe, secure and reliable ICT and associated systems is increasingly a critical element in the effective running of a school. As such, King's is looking to develop its ICT team by appointing two ICT technicians, thus ensuring the School can fully benefit from the ongoing transformation that technology can bring to the classroom. This exciting role will give the successful candidates the opportunity to shape the ICT provision within the School as significant redevelopment of facilities takes place over the coming two years.



The School

The King's School Gloucester has a rich academic tradition dating back to its founding in 1541. It houses the longest serving classroom in Europe and is held in high esteem amongst the local and wider community, winning the SoGlos Independent School of the Year in 2020 and 2021 and being Highly Commended again in 2022. The School strives for excellence in all areas: outstanding pastoral care underpins all activities at school with small class sizes and dedicated staff supporting the pupils; the academic results are strong with pupil value-added results recently being equivalent to half a grade at GCSE and a full grade at A Level; there is a wide-ranging sport provision with pupils reaching national levels every year; in Music, our links with Gloucester Cathedral provide an ideal location for high quality orchestral and choral music; in Drama there are high quality productions every term; finally, the creative arts enjoy much success with DT and Art having their own dedicated design spaces. Recent investments at the School include new Science facilities, an all-weather pitch, a new Music School and the re-development of the Sixth Form Centre into a stunning landmark building.

Duties and Responsibilities

- The School network and related equipment
- School website support
- All School devices and computers
- CCTV maintenance and administration
- Photocopier/printer provision

- Maintenance of the telephone system throughout the School
- Management of the School administration systems (e.g. iSAMS, My School Portal and SchoolCloud)
- AV equipment installation and support, including events after school and at weekends
- Support and installation of an extensive range of curricular and productivity software titles

Key Responsibilities

- Ensure the equipment throughout the School is maintained in good working order and resolve any day to day problems as they arise
- Liaise with suppliers regarding existing contracts, problems and look to facilitate future developments
- Manage the maintenance of an up-to-date inventory of software and hardware resources
- Manage the maintenance of stock of consumables and distribute as necessary
- Manage the maintenance of other ICT technology operated through the network e.g. telephone system, CCTV network, website etc
- Manage the performance and maintenance of the School administration systems (iSAMS) and other systems/platforms to ensure they meet the requirements of users and that their data is adequately managed
- Monitor the use of ICT technology, including wireless, throughout the School, ensuring access to the network and applications is suitably controlled and that cyber security provision is robust
- Perform and check backups
- Help deliver and manage projects through the research, analysis and planning phase to the implementation and review of the project
- Provide technical support for teaching staff and pupils in lessons where necessary
- Provide technical support for administration staff
- Provide staff ICT training when required
- Ensure use of ICT and network is appropriate and in accordance with the School's Acceptable User Policy for all pupils and staff, ensuring suitable reports are made available to senior colleagues with responsibility for safeguarding
- Deal with arrangements for booking of ICT resources and AV equipment for school events and functions and provide onsite support as required
- Provide consultancy and advice in projects and other IT related matters
- Undertake other reasonable duties within the School as directed

Personal Profile

Skills and Knowledge

- Superb organisational and administrative skills. This is a busy department and the successful person needs to be able to deal with administration with ease and efficiency and with a meticulous eye for detail
- Excellent customer care and ability to work across the entire scope of the School with discretion and an ability to establish good working relationships with pupils and staff
- Excellent proficiency in ICT, including hardware configuration and diagnostics, network management, system implementation and control, system security and risk management
- Be able to prioritise effectively and manage colleague frustrations with tact and understanding
- Be a team player who can work well under pressure
- Be a pro-active person of integrity, drive, energy and stamina
- Be capable of showing initiative; including the ability to think ahead and work flexibly without direction to deliver his/her outputs
- Possess a willingness to learn and develop as technology and best practice evolves
- Be a person who mixes easily with persons of all backgrounds
- The post holder must have good communication skills and have a smart personal and professional appearance

Hours of Work

The post will be full-time and permanent, the working hours 8.00 am to 4.30 pm Monday to Friday but with the expectation that this may vary on occasion to allow support for events at non-core times.

Flexibility will be required as, at times, there will be additional hours to attend recruitment events on some evenings and occasional weekends, with additional remuneration for extra hours worked or time taken in lieu.

Holidays

Holiday entitlement will be 25 days per annum plus Bank Holidays, rising to 30 days per annum after 5 years of service.

Salary

Salary will be up to £30,000 per annum depending on qualifications and experience.

Benefits

- A contributory pension through Aviva APTIS
- Generous fees remission for children at King's
- Access to a Doctor for advice and short consultations
- Cycle to Work Scheme / Electric Car Scheme
- Lunches
- Parking

Applications

Candidates should apply by completing the application form and a letter of application. A CV is not required. Applications should be addressed to:

The Headmaster, The King's School, Pitt Street, Gloucester, GL1 2BG.

For further information please contact Mrs Jones-Wilson on 01452 337337 or via email recruitment@thekingsschool.co.uk

e-mail: recruitment@thekingsschool.co.uk **Website:** www.thekingsschool.co.uk

The King's School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post including: references from previous employers, a Disclosure and Barring Service check at the enhanced level, as well as eligibility to work in the UK (in compliance with UK immigration regulations). Interviews will be conducted in person, and they will explore candidates' suitability to work with children. In line with Keeping Children Safe in Education an online search will be carried out for short listed candidates only – this will consist of a Google and social media search. The search is looking for anything that calls into question the candidate's suitability to work with children, or could cause harm to the reputation of The King's School. Any information discovered will be shared with members of the interviewing panel prior to interview.