



CHIPPING NORTON  
SCHOOL

**Advert**

**Chipping Norton School is looking for the right person to take on the role of:**

**IT Technician**

**Permanent**

**Full time - 37 hours per week**

**Grade 6 Scale point 8-13 Salary £20,493-£22,627**

We are looking for a suitably qualified ICT Technician who will be able to support our staff and students learning by providing Technical ICT support across the school. The successful candidate will be well organised, enthusiastic and adaptable in this busy role which helps to manage ICT systems, infrastructure and equipment. The role includes regulated activity relevant to children.

The position will be based at Chipping Norton School and will also contribute to RLT IT Support across the Trust, providing an excellent opportunity to be part of a wider Trust team.

Applications are welcomed from experienced technicians and those new to the role, who have completed relevant training and qualifications.

If you are interested, please complete a Chipping Norton application form, available on the school website or from Morag Robinson at [office@chippingnortonschool.org](mailto:office@chippingnortonschool.org) and include a letter outlining your reasons for applying and your suitability for the role.

The closing date for receipt of applications is 28 January 2022.

*Chipping Norton School and the River Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (one from current/latest employer) and evidence of the formal qualifications required for the role. It is an offence to apply for certain within schools if you are barred from engaging in regulated activity relevant to children. You should contact the school if you are unsure if this role includes regulated activity relevant to children. Chipping Norton School is an equal opportunities employer*



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## Chipping Norton School

### Job Description

<b>Post Title</b>	<b>ICT TECHNICIAN</b>
<b>Purpose</b>	<b>To Support the staff/student ICT facilities within Chipping Norton School and provide onsite support to RLT Primary Schools</b>
<b>Reporting to</b>	IT Technical Director (RLT) and School Business Manager (CNS)
<b>Salary Level</b>	Grade 6
<b>Main Duties</b>	<ul style="list-style-type: none"> <li>● Connect up and check hardware for normal operation</li> <li>● Respond to IT Support requests from the RLT and &lt;&lt;insert school name&gt;&gt;.</li> <li>● Install simple software applications</li> <li>● Perform basic set up and checking of networked based PCs and Chromebooks</li> <li>● Assist in the day-to-day running of 1:1 Chromebooks</li> <li>● Perform basic maintenance tasks for user accounts on G Suite, Azure AD and local AD.</li> <li>● Follow instructions to run basic network monitoring reports or utilities; inform line manager of issues noted</li> <li>● Carry out basic safety checks and escalate problems as required</li> <li>● Follow relevant Health &amp; Safety procedures and raise awareness among staff, pupils and other users</li> <li>● Follow an acceptance test procedure on new ICT equipment and report results appropriately</li> <li>● Update the inventory as required</li> <li>● Follow processes and tasks described in school's disaster recovery and maintenance plans</li> <li>● Follow instructions to implement school backup and virus protection procedures</li> <li>● Records requests accurately in support log. Retrieve details of previous requests if an enquiry is made</li> <li>● Investigate a request for support, record diagnostic information and either resolve or escalate to the appropriate level</li> <li>● Record the time spent on tasks and compare to expectation/allocation as appropriate</li> <li>● Work to a clearly defined service definition</li> <li>● Report on variations and escalate contract/warranty issues appropriately</li> <li>● Identify a possible ICT requirement</li> <li>● Understand the school process for purchasing and recording expenditure</li> <li>● Purchase consumables following school procedures</li> <li>● Work as part of a team</li> <li>● Confident computer user</li> <li>● Attend relevant courses to improve ICT skills</li> <li>● Support staff and pupils</li> </ul>

	<ul style="list-style-type: none"> <li>● Contact suppliers</li> <li>● Produce simple help sheets</li> <li>● Attend and support staff training sessions, to increase understanding of how ICT is used in specific context</li> <li>● Travel to local primary schools to provide onsite support (1 day a week)</li> </ul>
Knowledge/Skills	<ul style="list-style-type: none"> <li>● Confident user of common hardware and OS</li> <li>● Confident user of common desktop application software</li> <li>● Know how to connect a pre-configured computer to an existing network</li> <li>● Understand facilities for basic user account management</li> <li>● Know both general and specific ICT Health &amp; Safety issues relating to work, both for self and all potential users</li> <li>● Understand the importance of documenting system configuration information</li> <li>● Understand the role of a disaster recovery plan and of key systems to the school's business</li> <li>● Understand how to capture support information to school specifications</li> <li>● Understand the importance of recording time spent on tasks</li> <li>● Understand what contracts and warranties are in place</li> <li>● Know where to get support for specific purposes</li> <li>● Aware of the possibilities of ICT in providing a solution</li> <li>● School purchasing procedures</li> <li>● Understand the benefits of teamwork</li> <li>● Able to use a word processing package</li> <li>● Able to use email and browse the web</li> <li>● Understand basic file management</li> <li>● Able to install basic software</li> <li>● Can use simple peripherals</li> <li>● Awareness of computer viruses</li> <li>● Good level of written and spoken English appropriate to the context and audience</li> <li>● Aware of basic school structure, year groups and staffing structure</li> <li>● Aware of different confidences of staff and pupils in using ICT</li> <li>● Aware of different uses of ICT in schools</li> </ul>