



Ashton Community Science College

Accountabilities / Responsibilities

The following indicate some of the principal tasks and responsibilities:

Daily

1. Switch on pc's in the morning
2. Ensure IT equipment is in working order at the beginning of lessons.
3. Provide 1st line technical assistance for staff and pupils, maintaining a high level of customer service

Weekly

1. Maintain computer peripheral equipment such as scanners, printers and projectors
2. Clean keyboards, computers, mice and Projectors

Irregular tasks

1. Install and test new hardware and software
2. Audit Hardware and software and ensure database is up to date
3. Maintain and upgrade existing hardware
4. Assist IT and Assistant IT manager in administrative duties

In addition the successful candidate will be expected to engage and complete L3 Infrastructure Technician qualification delivered through LCC apprentice framework.

General

Job Description

| | |
|-------------------------|--|
| Post: | Apprentice IT Technician Fixed Term 24 Month Contract |
| Reporting to: | Assistant Network Manager |
| Responsible for: | - |
| Working Hours: | 37 |
| Working Weeks: | 52 |

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|----------------------|---|
| Salary/Grade: | National Minimum Wage £4.15 per hour x 37 hours = £153.55 per week year 1 Year 2 – Age related National Minimum Wage |
|----------------------|---|

| Job Purpose |
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| The Apprentice IT Technician will be responsible for general maintenance of defined computer equipment and for the resolution of identified technical problems. The Apprentice Technician will also undertake general tasks, which will promote the use of IT across the curriculum. |

| <ul style="list-style-type: none"> <input type="checkbox"/> To work within school policies and procedures <input type="checkbox"/> To contribute to the provision of an effective environment for learning <input type="checkbox"/> To attend skills training and participate in personal/performance development as required <input type="checkbox"/> To take care for their own and other people's health and safety <input type="checkbox"/> To be aware of and respect the nature of issues <input type="checkbox"/> Other duties at the same responsibility level may be interchanged/added to at the discretion of the Head teacher |
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| Additional supporting information – specific to this post or postholder |
| <input type="checkbox"/> Working pattern is flexible according to school needs |

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| <p>Employees will be expected to comply with any reasonable request from a Leader or Manager to undertake work of a similar level that is not specified in this Job Description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p> |
| This job description is current at the date below, but following consultation with you, may be amended by the Head teacher to reflect or anticipate changes in the job or needs of the school |

Date: 13/10/20



Ashton Community Science College

| PERSON SPECIFICATION FORM | | |
|---|-----------------------------------|--|
| Job Title: Apprentice IT Technician | Apprentice | |
| Requirements (on the basis of the Job Description) | Essential (E) Or Desirable (D) | To be identified by: Application Form (A), Interview (I), Test (T), Certificate (C) |
| Qualifications | | |
| • ICT related qualifications E.G. Information Tech A* - B / 96 equivalent | D | A,C |
| • 5 GCSE's A* to C / 9-4 equivalent (Inc. English & Maths) | E | A,C |
| Experience | | |
| <input type="checkbox"/> A Reasonable working knowledge of MS Office applications | E | A/I |
| <input type="checkbox"/> Previous experience of IT support position in a maintenance role. | D | A/I |
| Knowledge/skills/abilities | | |
| <input type="checkbox"/> A good understanding of MS Windows | E | A/I |
| <input type="checkbox"/> A good understanding of basic networking | D | A/I |
| <input type="checkbox"/> Technical knowledge of hardware and software | E | A/I |
| <input type="checkbox"/> Microsoft Office applications | E | A/I |
| <input type="checkbox"/> Strong interpersonal skills | E | R/I |
| <input type="checkbox"/> Self-motivating and resilient. | E | R/I |
| <input type="checkbox"/> Good-team member, able to develop effective partnerships. | E | R/I |
| <input type="checkbox"/> Able to work flexibly in relation to demands of post and hours of working. | E | I |
| <input type="checkbox"/> Strong support from referees. | E | R/I |

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|---|------------------------------------|---|-----|
| Other (include special requirements) | | | |
| 1. | Commitment to Equality & Diversity | E | R/I |
| 2. | Commitment to Health & Safety | E | R/I |
| 3. | DBS Clearance | E | |
| 4. | Good Health/Attendance record | E | |
| | | | R/I |
| Note: We will always consider references before confirming an offer in writing. | | | |