St George's Road, Wallingford, Oxfordshire, OX10 8HH

Email: office.4140@wallingfordschool.com

Web: www.wallingfordschool.com

Telephone: 01491 837 115

Headteacher: John Marston

Email: head.4140@wallingfordschool.com

IT Technician

Contract: Permanent / All Year Round
Hours: 37 Hours per week
Salary: Grade 5 Point 6-7, £13.05 - £13.26 per hour, £25,183 - £25,584 per annum
Closing date for applications: 30th November at 9am

THE MERCHANT TAYLORS' OXFORDSHIRE ACADEMY TRUST

Merchant Taylors' Oxfordshire Academy Trust is a multi-academy trust currently consisting of Wallingford School, Brightwell-cum-Sotwell Primary School and Buckinghamshire UTC. The schools are successful, popular and rooted at the heart of their local communities.

We are privileged to carry the Merchant Taylors' name and value our relationship with the Company. Their interest, benevolence and engagement with education resonate with our ethos as a Trust.

Our schools are about academic achievement but also personal development and opportunity so that our young people leave us equipped with the skills and experiences which will enable them to thrive. This vision is understood by all members of our school communities and lies at the heart of our ethos.

Our function as a multi-academy trust is to encourage collaboration, innovation and professional development within structures which ensure that our focus is on ensuring that the young people in our educational establishments have the very best possible provision. We work across and within our schools, recognising that the best school-to-school support is deep, embedded and impactful.

Our vision and values are rooted within a belief that every young person is capable of being successful regardless of background, prior attainment or previous school experience.

We believe that schools should serve their local communities and be able to offer the breadth and depth of educational experience which young people deserve in the 21st Century. For us school is about achievement and progress but it is also about supporting our young people to become rounded, well-adjusted young adults ready to lead fulfilling and rewarding lives and to play their part in society.

The approach taken by Merchant Taylors' Oxfordshire Academy Trust (MTOAT) is to focus on delivering a high quality of education in a small number of academies. This strategy enables the MTOAT leadership team to place the maximum possible focus on each academy as it joins the MAT and is, we believe, particularly well-suited to helping struggling schools to address the issues they face.

Main Purpose and Object:

To assist the Senior IT Technician in the efficient operation of the IT Services at Wallingford School and other MTOAT sites.

The Senior ICT Technician will be responsible for the day to day management of this position.

This position will be accountable to the MTOAT IT Services Manager

Specific Duties:

OPERATIONAL
• Keeping the IT suites and work area tidy

• Providing IT support for Wallingford School and other MTOAT sites

• Demonstrating the correct use of software and hardware to pupils and staff

• Advising on capabilities of equipment

• Liaising with all staff on a regular basis to ascertain IT support requirements and discuss with Senior Technician

• Identifying possible IT requirements and provide a specification for consideration by the Senior IT Technician

• Managing pupil accounts as required

• Installation of hardware, software and upgrades following documented procedures

• Performing tests and evaluations on new software and hardware.

• Diagnosing, maintaining and resolving faults with PCs, printers and other devices

• Researching, communicating and documenting diagnostics and resolution.

• Updating and following any appropriate documentation

• Maintaining an inventory of all software and hardware

• Regularly monitoring the support desk for new and open requests and taking appropriate action

• Managing the stock of parts including printer consumables, projector bulbs and other sundries, and preparing purchase orders to replenish for the IT Services Manager

• Preparing the recycling of end of life/damaged equipment, updating inventory and organising their removal in accordance with local policies and WEEE & GDPR regulations

• Printing ID cards as required.

• Assisting the Senior IT Technician in their work as required

• Contacting and liaising with external agencies and\or suppliers as necessary

• Any other appropriate technical duties in consultation with the Senior IT Technician

• Ensuring electrical safety standards are met.

• Participating in development interviews and attending any courses identified in development interview

• Ensuring that chemicals and hazardous waste materials are stored effectively and disposed of safely

GENERAL
• Assist in school emergencies as required, including locating relevant staff, contacting emergency services and completing necessary documentation.

• Ensure that health and safety legislation is adhered to, that operating procedures are monitored to ensure best practice and that personal protective equipment is used where appropriate.

• Keep abreast of developments and changes in fields relevant to role and communicate to staff as required.

• Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

• Be aware of and support diversity and ensure equal opportunities for all

• Contribute to the overall ethos / work aims of the School

• Attend and participate in regular meetings and school events as required

• Participate in training and other learning activities and performance development as required

• Establish and maintain good relationships with all students, parents/carers, colleagues, suppliers and contractors

THE ATTRIBUTES OF THE IDEAL CANDIDATE:

EDUCATION, QUALIFICATIONS AND TRAINING

• Education to A level or equivalent qualification / experience

• Good literacy and numeracy (GCSE Maths & English)

• A keen interest in, and empathy with, IT

EXPERIENCE

• Experience of supporting a Microsoft environment

• Experience of maintaining and servicing IT and audio visual equipment.

• Documenting IT faults and resolutions

KNOWLEDGE, SKILLS AND ABILITIES

• Knowledge and proven experience of current MS Windows desktop operating system and MAC OS

• Excellent IT skills

• Effective hardware / software diagnostic and resolution skills

• Working knowledge of MS Windows server 2016 and newer operating systems, Active Directory services and MS365

• Working knowledge of the deployment and support of a client server environment

• Strong knowledge and experience of Microsoft Office/365 with Outlook

• Ability to communicate effectively with staff, students and suppliers, building positive relationships

• Effectively provide support to users with varying levels of ICT literacy

• Be able to produce high quality documentation

• Be able to work under pressure and to deadlines, and produce work to the required standards and to agreed timescales

OTHER REQUIREMENTS

• Have a full clean driving license

• Be honest and trustworthy, with a professional attitude

• Enthusiasm, energy and commitment, with attention to detail

• Ability to work flexibly to meet the requirements of the department

THE HOURS + SALARY

Permanent
All year round / 37 Hours a week
Salary: Grade 5 Point 6-7
£13.05 - £13.26 per hour, £25,183 - £25,584 per annum - depending on experience

Pension Details
Please visit www.lgps.org.uk and www.oxfordshire.gov.uk/pensions for details of our Local Government Pension scheme.

Terms & Conditions
Wallingford Schools Academy employs support staff on the conditions or service contained in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book), the provisions of which allow for a 26-week probationary period for new employees. This can be found through http://www.oxfordshire.gov.uk/cms/content/schools-conditions-employment-green-book . http://schools.oxfordshire.gov.uk/cms/content/contracts-staff

General Points

You will be able to contribute to the Local Government Superannuation Scheme.
Applicants should be aware that the School operates a non-smoking policy.

Wallingford School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All successful candidates will be subject to a Disclosure and Barring Service Check (previously named as a CRB check) along with other relevant employment checks. Any offer of employment is subject to satisfactory medical, reference and DBS clearance and also The Asylum and Immigration Act ID checks.

We look forward to receiving your application.