



IT Technician

Recruitment Information

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IT Technician (Full-time 37 hours a week)

Immediate start

We are seeking to appoint a technically skilled candidate with good problem-solving skills for the position of IT Technician. You will be responsible for the general maintenance of computer networks and equipment, promote the effective usage and provide IT support for classrooms. You will be a central point for all IT related queries from users and will be required to respond to their needs in a timely manner.

The successful applicant will be someone who can use their own initiative as well as being part of a supportive team and show commitment, drive and passion.

The Emmbrook is a flourishing school full of energy and high expectations. In our most recent Ofsted (October 2023) inspection we were judged 'Good' in all areas.

We offer:

- Staff induction and on-going training.
- Well-motivated, hardworking students.
- A strong commitment to staff wellbeing with significant opportunities for personalised professional development.

The job description and application form can be found on the school website under 'Our School – Vacancies'. Please email your application form to vacancies@emmbrook.wokingham.sch.uk to arrive before the closing date.

The Emmbrook is committed to proactively safeguarding and promoting the welfare of all its students and all posts are subject to enhanced **DBS** clearance.

Closing date for applications: 9am on Thursday 1st February 2024 (although we reserve the right to interview candidates ahead of the closing date).

IT Technician

Job Description

Job Title	IT Technician
Salary	Grade 3 £23,500 - £23,893
Hours of Work	37 hours per week (25 days holidays + bank holidays)

Job Purpose To provide an efficient and effective IT Technical Support Service to the school, staff and students

Line Management

Responsible to: Network Manager

The post-holder will carry out all teaching and other related duties, subject to the direction of the Headteacher, in conformity with policies of the school and the Pay and Conditions of Service that are currently in force.

This job description may be subject to review, after consultation, at the request of the Headteacher.

Date of Publication January 2024

Main Duties & Responsibilities	
Infrastructure	<ul style="list-style-type: none"> • To install, configure and test new IT and AV equipment. • To assist in the diagnosis and resolution of software and hardware faults (including peripherals) and perform maintenance repairs as required. • Assist in the appropriate deployment of hardware around the school. • Manage staff and pupil accounts and allocation of software. • To provide prioritized technical support and advice as required across the school. • Ensure the Internet connectivity is maintained. • Configure and deploy 3rd party tools such as directed. • Assist with the organization and configuration of Office 365. • To ensure all CCTV systems are up and running on a daily basis and to report any issues to the Network Manager. • To deal with CCTV requests in a timely manner supplying appropriate staff with the footage as required.
Health & Safety and Security	<ul style="list-style-type: none"> • To comply with all matters relating to Health and Safety and to implement safe working practices. • To assist in the monitoring of departmental stock in order to maintain an inventory of equipment. • Assist with processes to ensure the security and integrity of the ICT systems are maintained. • Implement the School's network and internet security policies. • Ensure that copyright and data protection laws are upheld. • To ensure all relevant safeguarding procedures are upheld.
Curriculum and School Events	<ul style="list-style-type: none"> • To assist with and provide the best support with the use of ICT in school and complete work on various projects. • Provide support for teachers and pupils in the use of IT. • Set up/prepare classes to use mobile technology. • To ensure that faults and problems are quickly rectified so that staff and pupils (where appropriate) are able to work effectively and efficiently. • To support with school events such as open evening and events which require microphones and tech support. This may be out of hours and will be paid as overtime. • To support the Drama and Music departments in implementing sound and lighting technology for events such as concerts, productions and examinations. This may be out of hours and will be paid as overtime. • To support the music department in ensuring all hardware and software is operational including the management of online software



General	<ul style="list-style-type: none">• To undertake available training opportunities to keep abreast of new developments in hardware and software.• To demonstrate a willingness to work flexibly in response to service demands as agreed with management• To perform such other tasks as may reasonably be required by the School Leadership Team.
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IT Assistant

Person Specification

- Good Literacy skills.
- Knowledge of a range of ICT hardware and software (e.g. computers, printers, mobile technology, digital photographic equipment and software packages)
- Good problem-solving skills.
- Ability to develop good relationships, communicate effectively and in a professional manner.
- Hardworking, energetic and enthusiastic.
- Good time management and organizational skills.
- Interested in the wider technical world and current issues.
- Willingness to support the school's extra-curricular activities.