



STEP APPRENTICE ICT TECHNICIAN

Apprenticeship Summary

The desired candidate will provide technical and software support to a group of primary academies across South London, with occasional visits to other STEP academies.

You will be responsible for the upkeep and good order of the computer equipment, development of staff knowledge and skill using ICT resources and identifying and remedying software, hardware and network faults.

In conjunction with the STEP ICT team, you will also advise on ICT Health & Safety in the academies and monitor its practice.

You will be responsible for the maintaining information contained on the school website, ensuring this information is relevant and up-to-date.

Specific Duties:

- Acting as a point of contact for ICT issues;
- To support the management and maintenance of the academies' networks;
- Maintenance and cleaning of computers, whiteboard and projectors;
- Install and maintain software systems as required;
- Stock control and upkeep of related records and inventory;
- Record all procedures and processes in detail to aid staff knowledge;
- Support teachers and pupils with mobile devices during lessons;
- Maintain internet access, websites used and grant relevant permissions;
- Maintain network, internet and email logins;
- Diagnose and resolve hardware, software and end user problems;
- Manage and develop use of mobile devices, including any related apps that support teaching and learning;
- Application of theft deterrent markings to all existing and new equipment as necessary;
- Undertake periodic safety checks on equipment and materials;
- Work with teachers to ensure ICT skills are utilised across the curriculum
- Knowledge of the applications used across all year groups and within all curriculum areas;
- Manage anti-virus software.

The successful candidate will be required to attend training courses as appropriate, eg INSET.

It is also expected that you will be able to:

- Exercise confidentiality and discretion at all times;
- Work using your own initiative within school times
- Assist school staff with resources when required;
- Be enthusiastic in developing own expertise and skills;
- Undertake any other duties as required by the ICT team;
- Undertake professional training and qualifications.



APPRENTICE ICT TECHNICIAN

PERSON SPECIFICATION

Essential Skills:

- Good Literacy and Numeracy skills;
- Good organisational skills;
- Strong communication skills;
- Ability to work on own initiative and also as part of a team;
- Ability to drive and use own car for travel among STEP academies.

Essential Qualifications:

The preferred candidate will have finished their GCSE or other qualifications in English and maths.

Personal Qualities:

- A level of maturity commensurate with working in a school classroom environment will be required;
- Motivated by making a difference to children's learning & development;
- Willing to learn and professionally develop;
- Committed to self-development;
- Does what they say they will do when they make a commitment – i.e. show up on time and not let people down;
- Values others;
- Effective communicator - good listener, sincere and able to win people over;
- Written and verbal communication skills;
- Confident to take the lead when appropriate;
- Flexible and adaptable;
- Committed to collective success;
- Socially adept;
- Creative and innovative.

Special Conditions:

Enhanced DBS Check

Driving licence and access to a vehicle to enable efficient travel between academies.

Reality Check:

- Are you prepared to work hard?
- Can you get to work for 8.30 am start?
- Do you have a good eye for detail?