



JOB DESCRIPTION

Job Title	Apprentice ICT Technician
Responsible to	Associate ICT Manager/ICT Manager

Job Purpose:

The desired candidate will provide technical and software support to a group of primary academies across East Sussex, 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.

Safeguarding commitment

STEP Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for this post.

Personal Development

Maintain a commitment to your own professional development. Be aware of changing employment legislation, new developments and innovations through the use of publications, internet and other resources. Stay informed about relevant changes and emerging themes within the sector.

Commitment to Equality and anti-racism

STEP Academy Trust has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

Commitment to Diversity

Take individual and collective professional responsibility for championing the Trust's anti-racism agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

Green Statement

Seek opportunities for contributing to sustainable development of the Trust, in accordance with the Trust's Green Commitment. In particular, demonstrate good environmental practice such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction.

Data Protection

To be aware of the Trust's responsibilities under the Data Protection Act 2018 and GDPR and ensure compliance.

Confidentiality

You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence.

Health & Safety

Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

The post holder may be required to perform other than these duties given in the job description. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility. The job description is not a comprehensive statement of duties but sets out the main expectations of the Trust.

PERSON SPECIFICATION

Job Title: Apprentice ICT Technician

Category	Essential	Desirable	Assessed by: Application Form	Assessed by: Interview	Assessed by:Task
Qualifications & Experience					
The preferred candidate will have finished their GCSE or other qualifications in English and maths.	√		√		
Knowledge & Understanding					
Trends and developments in the ICT industry and how these could value the user		√		√	
Evidence of ongoing and relevant professional development		√		√	
Skills & Abilities					
Good Literacy and Numeracy skills;	√			√	
Good organisational skills;	√			√	
Strong communication skills;	√			√	
Ability to work on own initiative and as part of a team;	√			√	
Ability to drive and use own car for travel among STEP academies.		√		√	
Personal Skills and Attributes					
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.	√			√	