****job description

 **ICT Systems Officer**

**reports to:** Senior Director (IT & Estates)

**hours:** Full time, 35 hours per week

**salary:** SP 13-16 £29,273 - £31,954

**holidays:** 23 days plus national bank holidays

**start date:** As soon as possible

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**Working as part of the IT Services team at Birkenhead Sixth Form College.**

**about the role**

The ICT Systems Officer is a wide and varied role, taking in ICT systems management, monitoring and support across the Trust. Primarily based at Birkenhead Sixth Form College the role may require support to be provided in a temporary or ongoing capacity at either site depending on their needs.

Below gives a sense of the range of responsibilities involved in the role but is not exhaustive:

* To provide 1st and 2nd line technical support across all sites of the Trust
* Support the Senior Director (IT & Estates) in delivering, developing, maintaining and supporting technology across the trust.
* Support & Development of Microsoft 365 Apps for enterprise (E-Mail, Teams, OneDrive, Forms, Office)
* Support & Development of Microsoft Intune / Endpoint Configuration Manager
* Assist in ensuring all Trust devices are fully functional, including but not limited to, desktops, laptops/tablets, large panel displays, projectors, Multi-Function Print Devices and VOIP Phones.
* Carry out the installation of hardware and software as directed by the Senior Director.
* Liaise with external technical groups, external academic groups and suppliers of hardware and software.
* Undertake research to ensure systems are maintained and operated to latest standards and within applicable legal frameworks.
* Be able to respond flexibly to developments in a rapidly changing environment which may require adjustments to the range of duties described.
* Undertake any other duty the Principal may require from time to time.

The position is ideal for any individual who wants to work in an innovative and supportive work place where no two days are the same and where your day to day work is highly rewarding. Whilst the role has prescribed hours, Monday to Friday, there will be times when flexibility will be required to work outside of

these hours when urgent matters arise and at arranged events that occur outside of the College day.

**about the College**

This is an exciting opportunity to join a highly successful and innovative sixth form College. The College has won multiple national awards, including the College of the Year by Educate North Awards in 2023, and this followed being graded outstanding in all areas by OFSTED. All staff play a vital role in the experience that students have with us and ultimately their success.

The College is committed to its core values of Positivity, Ambition, Resilience and Thoughtfulness, and these values shape everything we do. Our ethos is centred on the scientific evidence that tells us that everyone can achieve success through purposeful hard work as opposed to the talent myth, and as such, the College is in itself an engine for social mobility.

**person specification**

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| --- | --- | --- |
| **Qualifications** | **essential** | **desirable** |
| Relevant IT qualifications to at least Level 3 or equivalent | **** |  |
| **Experience / Knowledge / Skills / Abilities** |  |  |
| Relevant technical experience to match the current systems and equipment in the Trust |  | **** |
| Microsoft Server 2019 / Azure Cloud Technologies |  | **** |
| Microsoft Office365 (E-Mail, Teams, OneDrive, Forms, Office) | **** |  |
| Professional experience gained in an academic environment |  | **** |
| Microsoft qualifications |  | **** |
| Good organisational and communication skills | **** |  |
| Ability to form and maintain appropriate working relationships with staff and students | **** |  |
| Ability to prioritise and meet deadlines | **** |  |
| Ability to work under pressure and maintain a sense of humour and perspective | **** |  |
| Ability to demand high standards from oneself | **** |  |
| Approachable manner and ability to use initiative | **** |  |
| Ability to work flexibly or as part of team | **** |  |
| **To demonstrate a commitment to:** |  |  |
| The Colleges values of Positivity, Ambition, Resilience & Thoughtfulness | **** |  |
| Personal development and training | **** |  |
| Safeguarding & promoting the welfare of students | **** |  |
| Equality & diversity | **** |  |

**how to apply**

If you are ambitious and determined to make a meaningful difference in one of the country’s leading sixth form Colleges then we would be thrilled to have you join our team.

**Please complete the Support Staff application form.**

Please email this to: hrdept@bsfc.ac.uk

 **closing date: 12 noon Tuesday, 22nd April 2025**

**General Information**

Birkenhead Sixth Form College has a commitment to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. If you are invited for interview, your suitability to work with children will be explored as well as your suitability for the post.

All posts are subject to Enhanced Disclosure Clearance through the Disclosure & Barring Service.

The College is an Equal Opportunities employer and all members of the College have a personal responsibility to implement the policy, to carry out their responsibilities in accordance with it and to maintain an equality of opportunity for all.

The Governors and staff of the College take their duties under the Disability Discrimination Act (as amended by the Special Educational Needs Act 2001) very seriously. They will ensure that all reasonable adjustments are made to ensure that disabled people are treated fairly and that they are not placed at any substantial disadvantage. The College is committed to interview all applicants with a disability who meet the minimum criteria for the post and to consider them on their abilities.

**Reference Checking**

On the application form, you are asked to provide details of two employment referees (preferably your line manager from your current and previous or most recent employer/s), who can comment on your suitability for the post. References from relatives or individuals writing in the capacity of friends will not be accepted.

The College will seek references on short-listed applicants before interview, and will approach previous employers for information to verify suitability for the post, dates of employment, particular experience or qualifications, attendance / punctuality history and details of any disciplinary offences.

In addition, if you are currently working with children or young people, on either a paid or voluntary basis, your current employer will be asked about your suitability to work with children and any disciplinary offences relating to children or young people. This will include any offences for which the penalty is time expired (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedures. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Please note providing false information is an offence and could result in your application being rejected, or dismissal without notice if you have been appointed and possible referral to the police.