



Do you currently work in a technical support role?

Are you focused on delivering a high-quality support?

Do you want to contribute to the growth of our IT infrastructure and enhance your technical skills?

Do you want to work in a diverse and inclusive community, with high standards of pupil behaviour and a calm and purposeful learning environment?

Are you looking for a permanent role? We are located in South Manchester with great transport links.

If so, this could be the ideal role for you.

## We are seeking a permanent IT Technician

The Barlow has a great reputation as an employer who provides continuous professional development and job stability.

### You will benefit from:

- Working with children
- Dedicated IT office
- Job stability
- Local government pension scheme
- Access to varied training programmes and online training
- Employee Assistance Programme
- Cycle to work scheme
- A supportive team and working environment
- An interesting and varied role

### Important Details:

- **Contract:** Permanent, all year round
- **Salary:** Grade 5, SP 13-19, £28,163 - £31,067
- **Working Hours:** 35 hours, Monday to Friday 8.00am – 3.30pm
- **Start Date:** 4<sup>th</sup> January 2025
- **Pension:** Greater Manchester Pension Fund with employer contributions of 17.2%
- **Location:** Parrs Wood Road, Didsbury, M20 6BX

### Duties of the IT Technician

You will work independently to:

- To serve as an initial point of contact for IT support within the school and provide technical support where necessary
- To support pupils in accessing learning activities under the guidance of the teacher
- To serve as a point of contact for all external suppliers of IT
- To support in the set-up, configuration and maintenance of the school's IT network
- To install and maintain licence software and upgrades
- To diagnose and troubleshoot software and hardware issues
- To replace damaged/broken computer components
- To maintain an asset register of all IT equipment
- To maintain an inventory of IT software and licences
- To ensure the security of the client and server by installing and upgrading appropriate anti-virus and firewall software

### The IT Technician must:

- Have transferrable skills
- Have the ability to work independently
- Be capable of making decisions
- Be self-motivated
- Be able to multi-task
- Be pro-active and highly organised
- Have good communication skills
- Enjoy a varied and reactive role
- Like working with children

### Advantages but not essential:

- Previous experience in other relevant roles

### Are you the IT Technician we are searching for?

If so, please get in touch - call the HR team 0161 438 2108, send over your CV, or complete and return an application form [hr@thebarlowrchigh.co.uk](mailto:hr@thebarlowrchigh.co.uk)

**Closing date: Wednesday 11<sup>th</sup> December 2024, 8.00am**  
**Interview: Week beginning 16<sup>th</sup> December 2024**

### About our School



The Barlow is a highly successful, mixed, 11-16 Catholic comprehensive. **In July 2024, Ofsted judged our school to be 'Good' in all categories.** Public examination results are strong; above national average in most subject areas. We are a diverse and inclusive community, with high standards of pupil behaviour and a calm and purposeful learning environment. The school is located in Didsbury, a popular area of south Manchester, with excellent transport links.

**The Barlow RC High School**  
Parrs Wood Road, Didsbury, Manchester, M20 6BX  
[www.thebarlowrchigh.co.uk](http://www.thebarlowrchigh.co.uk)  
📞 **0161 445 8053**



*Our school is committed to safeguarding and protecting the wellbeing of children and young people, and expects all staff to share their commitment. An enhanced DBS and social media screening are required for all successful applicants.*

*Our school is passionate about diversity and treat everyone equally, without compromise. We are committed to providing equality and fairness throughout our recruitment and employment practices and not discriminating on any grounds.*

# IT TECHNICIAN



The Barlow RC High School

*"Learn, Achieve, Succeed"*

SERVICE - PRAYER - ACHIEVE - RESPECT

## JOB DESCRIPTION

<b>Department</b>	Support Staff
<b>Directly Reporting to</b>	School Business Manager
<b>Main Contacts</b>	Head Teacher / SLT / SBM
<b>Purpose of Job/Role</b>	
<p>To be responsible for ensuring the school's ICT network functions efficiently, to provide a reliable and usable IT service to support curriculum and administrative provision in school.</p> <p>To serve as an initial point of contact for IT support.</p> <p>To support users in the set-up, configuration and maintenance of the school IT.</p>	
<b>Main Responsibilities</b>	
<p>The job description below gives an insight into the responsibilities of the post of IT Technician and while this is not an exhaustive list, it should allow candidates to have an understanding of what this role entails, and for what the successful candidate will be held accountable. The person specification provides an indication of the skills and experience that we are seeking.</p>	
1.	To serve as an initial point of contact for IT support within the school and provide technical support where necessary
2.	To serve as a point of contact for all external suppliers of IT
3.	To support in the set-up, configuration and maintenance of the school's IT network
4.	To install and maintain licence software and upgrades
5.	To diagnose and troubleshoot software and hardware issues
6.	To replace damaged/broken computer components
7.	To maintain an asset register of all IT equipment
8.	To maintain an inventory of IT software and licences
9.	To ensure the security of the client and server by installing and upgrading appropriate anti-virus and firewall software
10.	To liaise with external support agencies for complex technical issues
11.	To monitor and manage the backup of all data held on the school servers
12.	Running reports of IT usage to aid the safeguarding of pupils and staff at the school
13.	Management of secure wi-fi connectivity to all school devices and users
14.	To monitor and manage backup data held by the school

15.	To attend all appropriate IT training and training requested by the school to fulfil statutory requirements
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<b>Support for the School</b>	
1	To work as part of a team to support colleagues and contribute to the vision and ethos of the school.
2	To be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise.
3	Actively promote equal opportunities and support the delivery of services which are accessible and appropriate to the diverse needs of service users.
4	To undergo first aid training.
5	To uphold the Catholic ethos of the school including attendance at whole school events.
6	Any other duties and responsibilities within the range of the salary grade, particularly with regard to IT.

# IT TECHNICIAN



## PERSON SPECIFICATION

Experience, Training and Qualifications	Essential/ Desirable
Experience in technical support	D
Equivalent qualification or experience in relevant disciplines	D
Ability to use relevant equipment and resources	D
Ability to self-evaluate learning needs and actively seek learning opportunities	D
Ability to relate well to staff, pupils, parents and representatives of outside agencies	D
Skills and Abilities	
Ability to effectively use ICT and other specialist equipment and resources	E
Literacy and numeric skills to a high standard to accurately complete and maintain relevant records	E
Willingness to undergo first aid training	E
Willingness to participate in development and training opportunities	E
Personal Qualities	
Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work	E
Self-motivation and personal drive to complete tasks to the required timescales and quality standards	E
The flexibility to adapt to changing workloads demands and new school challenges	E
Personal commitment to ensure that services are equally accessible and appropriate to meet the diverse needs of the service users	E
Personal commitment to continuous self-development	E
Personal commitment to continuous school improvement	E
Personal commitment to the school's professional standards, including dress code as appropriate	E
Willing to comply with the school code of practice	E
Be willing to consent to apply for an enhanced disclosure check to the DBS (Disclosure and Barring Service and social media screening	E

*The Barlow RC High School is committed to equality, safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*