



Weaverham High School

IT Technician

The Governors of Weaverham High School are looking to appoint an IT Technician to start as soon as possible. The successful applicant will be reliable, able to work on his or her own initiative as well as being able to work as part of a team.

The post is permanent subject to a satisfactory references and probationary period. The salary range for this post is Grade 5 £19,698 to £21,748 per annum, 37 hours a week, Monday to Friday 8am – 4pm, full year.

BASIC JOB PURPOSE

To provide hardware and software classroom support for teachers using the computer facilities. To maintain computer networks, printers and other peripherals (including installing new software), thereby minimising system's 'downtime'.

	MAIN RESPONSIBILITIES
1	Provide classroom support to teachers using the computer systems, including informing teaching staff of any known software or hardware problems; to enable the staff to meet the needs of the curriculum.
2	Complete minor repairs to equipment and cabling where the fault is obvious and provide on-the-spot advice to other members of staff regarding such matters, to ensure maximum availability and usage of equipment.
3	Generate, extend and maintain computer networks (including the installation of new software, ensuring anti-virus and other utility software is up-to-date and effective, and the performance of network management tasks) under the direction of the IT Systems Manager; to provide a user-friendly interface for all users.
4	Provide software support for all users by being familiar with the current software, under the direction of the IT Systems Manager, to enable the systems to be fully used by all staff and students.
5	Assist with e-mail, internet and related activities.
6	Undertake personal professional development and respond to the changing needs of the job.
7	Support SIMS system management and administration work, and liaise/consult with Council IT help desk as necessary to resolve system problems and issues.
Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.	

Weaverham High School is a friendly school with a hard-working team who are committed to achieving the best outcomes for the pupils. Our school places the highest priority on keeping our children safe. Applicants will be subject to stringent vetting processes. The successful applicant will require an enhanced Disclosure and Barring Service check.

Please download an application form from the school website www.weaverhamhighschool.com and return to: Mrs Z Walker, Weaverham High School, Lime Avenue, Weaverham, Northwich, Cheshire, CW8 3HT or email to: jobs@weaverhamhighschool.com. **PLEASE NOTE THAT WE WILL NOT ACCEPT CV APPLICATIONS, ALL APPLICATIONS MUST BE ON THE SCHOOL'S NON-TEACHING STAFF APPLICATION FORM.**

PLEASE DO NOT APPLY ON THE CWAC WEBSITE FOR THIS VACANCY
Closing date: noon on Monday 20th September 2021

Weaverham High School

ICT Technician

Personal Specification

Attribute	Essential	Desirable	How Measured
Qualifications and Training	Evidence of ICT training/education Good levels of basic skills in literacy and numeracy	GCSE Maths and English grade C or equivalent Level 3 in IT related subject Microsoft Certified Systems Engineer (MCSE) or equivalent in IT	Application form /letter of application
Experience	Regular and frequent use of computers. Experience of working in IT for 2 years including network environments	Previous work in similar environments Work with children. Server and Hyper V/VMWare experience	Application form /letter of application
Knowledge and Skills	Knowledge of the technical aspects of computers and computer networks Willingness to work both independently and as part of a team Self motivated and able to use initiative	Understanding of effective network management including user control Hardware/software installation and repair Able to envisage problems being pro-active in prevention	Application form /letter of application Interview/references
Personal Qualities	Ability to work under pressure Willingness to participate in training and gaining specific job related certification	Good communication skills to non-technical staff Ability to problem solve Patient with good inter-personal skills and working relations with children	Interview/references
Motivation	Commitment to task Self reliance	Commitment to providing good service and standard of support without constant supervision A commitment to equality and principles of fair practices	Interview/references
Other		Willingness to occasionally adjust working practices and arrangements to meet emergencies/changed circumstances Able to lift large boxes and goods Able to drive school mini bus Full driving licence	Interview/references