

**James Montgomery Academy Trust**

**IT Technician Job Advert**

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| **Information about the post**  |
| Post Reference: | JMAT/IT/05/25 |
| Job Title: | IT Technician |
| Salary Details: | Band G |
| Job Details: | 37 hours per week, 52 weeks of the year |
| Location: | School(s) to be agreed with the Head of IT (Primarily school-based)The role will involve travelling across the Trust schools. |
| Start Date: | September 2025 |
| **Application process** |
| Closing Date: | 17-06-25 (09:00) |
| Shortlisting Date: | 17-06-25 |
| Interview Date: | 25-06-25 |

Are you passionate about IT and looking for an opportunity to make a real impact in a school environment? James Montgomery Academy Trust is seeking a dedicated IT Technician to support the smooth operation and development of IT systems across our 20 primary schools.

**About the Role**

As an IT Technician, you will play a crucial role in ensuring that our school’s IT infrastructure is secure, efficient, and fit for purpose. You will provide essential technical support to staff and the school, troubleshoot issues, and maintain hardware, software, and network systems. This role also includes liaising with external IT contractors and contributing to IT projects that enhance teaching and learning.

*You must hold a full UK driving licence and have access to a car for use in carrying out the duties of the role.*

**Key Responsibilities**

* Install, configure, and maintain IT equipment, including laptops, projectors, interactive whiteboards, and sound systems.
* Troubleshoot and resolve technical issues for staff and students.
* Assist with network and server maintenance, ensuring security and data protection.
* Monitor and update IT systems, including Office 365 and school intranet platforms.
* Support the implementation of new technologies in line with the school’s IT development plan.
* Maintain accurate IT inventories and ensure compliance with IT policies and procedures.

**What We’re Looking For**

* Minimum GCSE Grade C (or equivalent) in English and Maths.
* Knowledge of IT hardware, software, and networking fundamentals.
* Strong problem-solving skills and the ability to work independently.
* Ability to prioritise workload and meet deadlines in a fast-paced environment.
* A proactive and adaptable approach to work with excellent attention to detail.

**Why Join Us?**

* Work in a dynamic school environment where technology supports learning and development.
* Be part of a forward-thinking Trust that values innovation and professional growth.
* Gain experience in a diverse IT environment with opportunities for training and development.

**Safeguarding**

James Montgomery Academy Trust is committed to safeguarding and promoting the welfare of children. All successful candidates will be subject to an enhanced DBS check and other relevant pre-employment checks.

**Application Process:**

Please contact Mr Ian Farmery (Head of IT) for more details about the role: ifarmery@jmat.org.uk

Completed application forms should be returned to Mr Ian Farmery (Head of IT): ifarmery@jmat.org.uk or completed via the online portal on the DfE Teaching Vacancies website.