

# The St. Bart's Academy Trust

## Job Description



<b>Job Title:</b>	<b>ICT Support Technician (Schools Generic)</b>		
<b>Grade:</b>	<b>Level 3 (£16,863 - £17,391)</b> subject to review April 2019		
<b>Contract Type:</b>	<b>12 month temporary contract in the first instance</b>		
<b>Hours:</b>	<b>37 Hours, Term time only</b>		
<b>Closing Date:</b>	<b>01 April 2019</b>	<b>Interviews:</b>	<b>TBC</b>

### Job Purpose

To contribute to the delivery of an effective ICT support service throughout the school to respond to identified need, ensure continuity of service and achieve planned reporting objectives and deadlines.

#### Key Duties / Responsibilities

1. Contribute to the effective performance and service provision of ICT services to minimise disruption
2. Participate in the collection, collation, processing and storage of data and information to comply with school reporting requirements
3. Implement routine manual and computerised systems, practices and procedures to ensure that data and information is current, relevant, effectively and securely collected and that reporting complies with planned outcomes and obligations, reporting any concerns as required
4. Maintain the integrity and security of all systems by use of appropriate user protocols and undertake related monitoring and reporting
5. Provide user support to identify and respond promptly to routine system or process issues that arise within an agreed framework of performance criteria
6. Support contingency arrangements to respond to any unforeseen or unplanned circumstances that may arise to maintain the safety and security of data and information, maintain security and minimise disruption.

### Person Specification

**Minimum Essential Requirements** - Evidenced by: **a:** application form **b:** test **c:** interview

	<b>a</b>	<b>b</b>	<b>c</b>
Up to date technical knowledge of ICT, equipment, services, facilities all hardware and software applications to support learning and management within a school environment. Knowledge / skills equivalent to national qualifications level 3.	✓		✓