

## **ICT Technician**

### **JOB DESCRIPTION**

**JOB TITLE:** ICT Technician

**REPORTING TO:** Head of ICT

**JOB PURPOSE:** The ICT Technician under the line management of the Head of ICT has a vital role to play in providing technical support and maintenance to directly support pupil teaching, learning and achievement.

**KEY RESPONSIBILITIES:**

- To support staff and pupils use of IT/AV throughout the school.
- To assist with the installation and maintenance of IT /AV equipment and infrastructure as directed.
- To ensure IT suites are maintained to a high standard and report issues to Head of Computing.
- Liaise closely with the School's IT support provider
- To attend IT operational and planning meetings.
- To enable staff to produce IT based subject content.
- Contribute to the wider school life.

This list of responsibilities is not exhaustive and the employee will be required to perform duties outside of this as operationally required and at the discretion of the Headmaster

### **PERSON SPECIFICATION**

#### **ICT Technician**

**ESSENTIAL ATTRIBUTES:**

- Previous experience working with computers
- Knowledge of Windows 10
- Knowledge of software and network integrity and security
- Excellent problem solving and resolution abilities on a range of software, hardware and network issues
- Good knowledge of Active Directory, TCP IP, DNS and DHCP
- Ability to act on own initiative
- Proven interpersonal skills

**FURTHER INFORMATION:**

- Based at Dumpton School, Wimborne, Dorset.
- The ICT Technician will work from 8.00am until 4.00pm Monday to Friday
- The ICT Technician is expected to work term time only plus 3 days at the beginning and end of each term.
- The salary is £21,000 (FTE £24,539) per annum, paid on the 20th of each month.

**RETURNING APPLICATIONS:**

- **VIA EMAIL TO:** [recruitment@dumpton.com](mailto:recruitment@dumpton.com)
- **BY POST TO:** Dumpton School, Deans Grove House, Wimborne, Dorset BH21 7AF.
- **CLOSING DATE FOR RECEIPT OF APPLICATIONS: 8am on Monday 6 June.**
- We are committed to equality of opportunity and encourage applications from minority ethnic and disabled groups, as they are under-represented amongst our staff.

*Dumpton School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant(s) must be willing to undergo appropriate Child Protection Screening, including references from past employers and an enhanced DBS disclosure*