Job Title	IT Technician
Job Family	Information Technology
Line Manager	Director of IT
Key Stakeholders/Internal Customers	Pupils, Academic Staff, Support Staff, Visitors
Hours	40 hours per week, between the hours of 8am and 6pm Monday to Friday and Saturday mornings (term time). 27.5 hours per week, weekdays only in holidays. Year-round position. 52 weeks. Flexibility required to support evenings/weekends/out of hours on ad hoc or emergency basis.
Holidays	25 days paid holiday plus the Bank Holidays and the Christmas close-down. Where Bank Holidays fall in term time they are classed as working days.
Location	Repton School – Repton and Repton Prep sites
Benefits	Employer Pension Scheme Sports Centre Membership Employee Assist Programme

Role Overview

- Manage and deliver the school's ICT services and contribute to the development of the school's ICT strategy, in collaboration with the Network Manager and Director of IT.
- Support and implement ICT-related projects that help to modernise ICT in line with current developments in technology.
- Be aware of relevant government and school policies, and the school's responsibilities under these, when delivering ICT services, including those on safeguarding, health and safety and data protection.
- Organise and supervise the school's ICT and data systems, contributing to the planning, development and monitoring of ICT support services.
- Support and contribute to the overall ethos of the school.
- Participate in training and professional development opportunities as required.
- Undertake additional ICT responsibilities and support in any other duties as required.

Organisation

- Assist the Network Manager in the procurement of ICT equipment.
- Liaise with staff, pupils and suppliers to support the department and school's aims and objectives.
- Promote the effective and appropriate use of ICT equipment to staff, pupils and parents.
- Contribute to the school's ICT development plan to ensure effective and timely implementation within allocated areas of responsibility.
- Maintain access information for information systems and be the administrator for all domain users and email accounts.
- Keep up-to-date with developments in ICT and update practices where necessary.

Facilities and software maintenance

- Undertake maintenance of all ICT hardware, software and the school's network.
- Carry out regular testing on all ICT facilities and software.
- Carry out the installation of hardware, software and any other ICT equipment, ensuring they are safe before use.
- Repair and maintain ICT equipment to maximise efficiency.
- Install updates on school software and hardware as soon as they are available.
- Assist in the maintenance of the school's internal intranet in line with SMT requests.
- Maintain a database of all software licences, ensuring all software is properly licensed.
- Maintain an equipment register for all ICT equipment.
- Ensure the correct disposal of damaged equipment in line with current procedures and legislation.

Technical support

- Assist with the school's helpdesk provision, ensuring timely resolution to requests and problems and provide regular status updates.
- Keep up-to-date with, and provide support on, the main software packages used within the school.
- Set up equipment to support the delivery of the curriculum.
- Provide advice and training to staff on ICT software where required.
- Troubleshoot issues on staff and pupil computers, such as software, hardware, configuration and user errors, and ensure these are dealt with in a timely manner.
- Be available to work varied hours to support events that require ICT assistance.
- Provide high-quality user support in all areas of the school's ICT systems.

Data management

- Ensure all data is handled, stored and disposed of in accordance with the Data Protection Act 2018 and the UK GDPR.
- Install software to ensure the safety of school data and report any breaches to the DPO.
- Be responsible for the school's data management software, including fault resolution, updates, data backups and transfers.

Person Specification

Qualifications and training	
Essential	**Desirable**
• A recognised computer or network qualification or equivalent experience.	• A college-level certificate in ICT, computing or a related subject.
Skills and experience	
Essential	**Desirable**
• Working in a similar role. • Working with sensitive information. • Managing and interpreting data. • Managing projects. • Installing and configuring ICT hardware and software. • Working well as part of a team. • Prioritising and delegating effectively. • Problem-solving and ICT solutions.	• Working in a school environment. • Using school information. • Working with a school management information system. • Procurement and budget management.
Knowledge	
Essential	**Desirable**

• Good knowledge of
  – Network infrastructure.
  – Microsoft Office.
  – Windows 11.
  – Current ICT protocols and standards.
  – Data protection requirements.
  – Troubleshooting hardware, e.g. servers, routers and hubs.
  – Data analysis.
	• Data entry.
	• Knowledge of iSams (Management Information System)

Personal traits	
The successful candidate will be	
• Organised and efficient. • Reliable, punctual and have good attendance. • Proactive in the working environment. • Enthusiastic and positive. • Able to accommodate changes in priorities.	

- Able to anticipate workload and plan ahead.
- Willing to work flexibly when required.

Additional requirements

The successful candidate will have

- A good level of competency literacy and mathematics.
- Excellent communication skills, including with children.

Other Important Information

Safeguarding

Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact is a critical part of all roles at Repton/Repton Prep.

Under the Sexual Offences Act 2003 it is a criminal offence for a person over 18 (e.g. teacher, matron, sports coach) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment as the child, even if s/he does not teach the child.

Moreover, whatever the age of the pupil, a sexual relationship between an employee and a pupil will be considered an abuse of a position of trust and gross misconduct, likely to result in dismissal.

Health
The successful applicant will be required to complete a Health Declaration once a formal offer of employment has been made and accepted.

Children Act and Referees
Successful appointment will be dependent upon statutory criminal conviction checks including an enhanced DBS Check in accordance with the Children Act, as well as favourable reports from two referees. It will be assumed that the School may contact your nominated referees without further reference to you, unless you specify any alternative arrangements.

Child Protection Policy
All applicants must be familiar with our Child Protection Policy which can be found at
https://www.repton.org.uk/userfiles/reptonmvc/Documents/06-Key-Information/Employment-Opportunities/170916-Child-Protection-and-Staff-Behaviour-Policy.pdf