



The New Beacon

EX FUMO DARE LUCEM

IT Technician

Job description

Report to:	Head of IT/Director of Finance and Operations
Hours of Work:	8.30am to 4.30pm, 37.5 hours per week, 52 weeks per year. In addition, some evening and weekend work will be required to cover events.
Salary:	Dependent on Experience
Other Benefits:	Lunch is provided each day during term time, Contributory Pension scheme with 9% employer contribution, 20 days holiday per year plus statutory bank holidays.

Purpose of the Post

1. Assist in maintaining the school's IT network and systems.
2. Support the school in ensuring the IT network and systems are effective for teaching, learning and administration.
3. Provide a high level of support and customer service.

The person appointed will be:

Creative and Digital

- Provide first line support to staff and pupils in their use of school IT equipment and resources.
- User support for standard software packages, including Microsoft Office suite, Mac OS, proprietary applications, legacy software and bespoke systems.
- Hardware and software support of school devices, including Windows computers, Apple iPads, mobile phones and iMacs (Mac OS)
- Support multifunction copiers and coordinate with external printer service providers
- Maintenance of classroom technology equipment, including cabling and connectivity
- Respond to IT Help Desk support requests and triage / escalate when required.
- The installation and support of audio-visual and video conferencing, supporting events when needed, and working external AV companies.
- Understand and comply with procedures relating to confidentiality.

Person Specification

- Attention to detail and excellent troubleshooting skills
- Passionate about technology with an enthusiastic 'can-do' attitude
- Ability to build rapport and interact well with people
- Stay calm under pressure and meet (sometimes) tight project deadlines
- Relevant IT qualifications and/or experience
- Knowledge in an educational setting is preferred

Knowledge

- Installation and configuration of Microsoft operating systems/software including use of the Microsoft Deployment Tool
- Experience maintaining applications, such as Microsoft Office / Office 365
- Familiarity with networking technologies including Wi-Fi infrastructure
- Hardware troubleshooting expertise is key to the role
- Basic use of Audio / Visual equipment
- Basic understanding of Active Directory & Group Policy
- IT Security
- Cyber Security awareness is essential to all roles within the IT Support Team at The New Beacon School:
- Fundamental understanding of the risks posed by phishing and external threats
- Understand how to identify security threats
- Work securely, understanding the need to ensure that staff and student data is always protected
- Identify data breaches or risk of, and respond according to the school's data protection procedures

OTHER BENEFITS, SAFEGUARDING AND HOW TO APPLY

Safeguarding

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and always ensure compliance with the School's Safeguarding and Child Protection Policy Statement. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Safeguarding Lead or, if he/she is the School's DSL, to the Head and relevant agencies.

The New Beacon is committed to the safeguarding of children. In addition to normal pre-employment checks, this appointment will be subject to an enhanced DBS check and a safeguarding interview.

Equal Opportunities

The New Beacon is an equal opportunity employer and we welcome the unique contributions that everyone can bring to The New Beacon in terms of education, opinions, culture, ethnicity, race, sex,

gender identity and expressions, nation of origin, age, languages spoken, colour, religion, disability, sexual orientation and beliefs.

Other benefits include

- Remission of fees for a son attending the school, in line with the current policy of the Governors, subject to the usual standards and procedures for admission (currently 25%- pro rata for part time staff)
- Sports and Leisure – free use of the swimming pool and tennis courts (subject to availability).
- ‘Cycle to Work’ scheme
- Free parking on site

How to Apply

Applicants must complete the application pack and return it to apply@newbeacon.org.uk or via post to Alison Harrison, The New Beacon, Brittain Lane, Sevenoaks TN13 2PB.

Please note that CVs are not accepted.

If you have any questions about the role, please email Alison Harrison in the first instance - apply@newbeacon.org.uk

Closing date for applications is midday, 31st August August 2023.

Due to the need to appoint quickly, we reserve the right to interview and appoint at any stage of the process.

This job description may be reviewed from time to time in light of changing circumstances and if it is necessary to amend/alter this, those concerned will be consulted.

The School does not have a licence to sponsor migrants under the worker or temporary worker routes. Individuals who wish to work at the School will therefore need to hold or establish immigration status that allows them to work in the UK. The School is legally required to check that all successful job applicants hold the right to work in the UK before work can commence.