Orley Farm School

Appointment of

ICT Technician

Background

Orley Farm School is a leading co-educational independent preparatory school set in 34 acres on beautiful grounds. We are a friendly, stable and caring community, proud of our academic achievements and dedicated to bringing out the full potential of each of our 500 pupils.

The Role

To assist the IT Manager in the maintenance of the School's IT networks and systems to ensure that they are effective in supporting teaching, learning and administration. To provide technical support for all users in order to ensure they can make optimum use of the school's IT networks and systems, associated hardware and software.

Remuneration Package and Terms of Employment

- Reports to the IT Manager.
- Salary will range between £22,131 to £25,149 dependent on experience and qualifications.
- The normal hours of work are 37.5 hours per week, all year round, from 8:00am to 4:00pm, with a 30-minute unpaid break.
- 25 days of annual leave are available to be taken in the school holidays or such other times agreed by the IT Manager.
- Membership of a Pension Scheme.
- The opportunity to attend relevant training courses.
- Breakfast and lunch are provided free of charge in the school's dining hall during term time, including vegetarian options. Refreshments are supplied throughout the day.
- An offer of employment will be subject to a probation period of 12 months. During the probationary period, employment will be subject to termination of one weeks' notice on either side.
- Death in service benefit.
- Excellent transport links (we are in close proximity to both the Piccadilly and Metropolitan lines and very close to the A40).
- An outdoor swimming pool which staff are able to use throughout the summer months.

> **Orley Farm School is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service (DBS).**

Please note that this role is 'exempt' from the Rehabilitation of Offenders Act 1974 and therefore, you are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview.

Duties and Responsibilities

Due to its varied nature, a flexible and adaptive approach is required for the role. The following list is indicative of the likely areas where most time will be spent; however, it is not intended to be exhaustive. The post holder is therefore expected to undertake such other duties within their capabilities and that may be required by the Line Manager. The job description is subject to change.

- Assisting with the installation and maintenance of hardware and software throughout the

School.

- Providing first line technical support to staff and pupils (Windows, iPads, Firefly, etc) and responding within agreed timescales.
- Troubleshoot system and network problems, diagnosing and solving hardware or software faults. Liaise with the IT Manager and external agencies where necessary.
- Assisting with the maintenance of the School's software security systems.
- Set up new user accounts and profiles, ensuring appropriate access is enabled.
- Take photographs of new starters and issue ID Cards as required.
- Maintaining the school's hardware Asset Register and ensuring all hardware is security marked.
- Maintaining and managing the school's network printers and photocopiers, ensuring a supply of consumable items, such as printer cartridges and toners, are maintained and reordered as required in a timely manner. Liaise proactively with the school's external service providers, as well as assisting in implementing, maintaining and monitoring print management software
- Supporting and maintaining the Interactive White Boards throughout the school.
- Be available to set up exams for computer-based testing.
- Manage the Security Policy via BEEBUG security 8.
- Enable and manage iPads throughout the school via Apple Configurator and light speed.
- Provide and deliver training sessions for staff on relevant software as and when required.
- Working to develop skills in ISAMs with the IT Manager, Director of Operations and the Deputy Heads.
- Working with teaching staff generally to support their use of the learning environment.
- Develop MS Office 365.
- Assist in maintaining and further developing Firefly.
- Upload and set up permissions of Calendars.
- Update all the Surface Go equipment via Microsoft Intune.
- Email staff on the request of the IT Manager, regarding updates and changes to the School's systems.
- To manage the school's ICT network when the IT Manager is absent.
- To provide technical support for Staff presentations/assemblies and for some events throughout the year (e.g. school productions, open mornings, etc).

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 ensure compliance with the school's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of 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 in line with School Policy or to the Headmaster.

This position is subject to an enhanced check with the Disclosure and Barring Service in the event of a successful application.

Person Specification

	Essential	Desirable
Qualifications	• GCSE grade A-C in English and Maths or equivalent. • A Level in Computing or similar. • MCP/CCNA Qualification or similar	
Knowledge and Skills	• A strong, confident communicator. • An understanding of the importance of Health and Safety and willingness to embrace the positive Health and Safety ethos within the School. • Experience of working in an IT Department. • Networking knowledge. • Knowledge of Windows, MS Office, Office 365. • Basic knowledge of Computer security. • Knowledge of Apple configurator, Light speed and Microsoft Intune. • Commitment to providing a quality service. • Flexible and willing to work outside normal working hours if required. • Be able to work as a team and independently if required. • Develop working relationships with all departments in the school as well as parents.	• Experience of working in a School environment. • Knowledge of Firefly and ISAMs.
Attributes	• Self-motivated – able to be conscientious and show initiative. • Professional, calm, flexible and approachable attitude. • Ability to solve problems, make good judgements and take decisions. • Be willing to undertake further relevant training. • Good attention to detail. • Organised and manage their own workload.	

Training	• Training will be given on certain software packages. • The successful candidate will be required to complete Safeguarding training online (arranged by the school) where they have not already received training in the past two years, along with Health Safety training.	

The Application Process

Suitability for the post will be measured through the application form, interview process, supporting evidence, e.g., certificates, and references undertaken. Copies will be taken of ID documents and qualification certificates when invited for an interview and will be only be kept on file if your application is successful. If you are unsuccessful, all copied documents will be destroyed confidentially and securely.

Applications should consist of a covering letter and the School's application form. CVs will not be accepted in place of the School's application form. Candidates should complete the application form provided with details of qualifications and experience and the names, addresses, telephone numbers and email addresses of two professional referees, one of whom should be the Head of their present or most recent school.

Applicants should be aware that we cannot consider an application unless the specified application form has been filled in completely. The form should include your full employment history, education and two referees, any previous employer may be approached by the School. Incomplete application forms may be returned and will not be taken any further.

We encourage all application forms to be e-mailed directly to Purvi Patel, HR Manager, marked confidential at **HR@orleyfarm.harrow.sch.uk**

If you would like to return the completed application form by post, please marked it for the attention of:

Purvi Patel, HR Manager
Orley Farm School
South Hill Avenue
Harrow
HA1 3NU

If you have any questions or would like to discuss the role further, please contact Purvi Patel on **020 8869 7602.** All applications will be acknowledged and candidates who have not heard from us further within two weeks of the closing date should assume that the post has been filled.

As the information contained in the application form is used during the selection process, it is essential that you complete all sections as fully as possible. If you need more space, please continue on a separate sheet of paper.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.