

# Eastbury Primary School - Advert



## SCHOOL ICT TECHNICIAN/ ADMINISTRATOR

**Start Date:** ASAP

**Salary & Scale:** APT&C Scale 4 or 5 (Sc4 £19,916 - £21,986 Sc5 £22,506 - £24,510), dependent on Qualifications and/or Experience

**Hours per week:** 35 hours per week

**Contract Type:** Term Time (plus 3 weeks if required)

An exciting opportunity has arisen for an enthusiastic and hardworking individual to join Eastbury Primary School in the role of ICT Technician/Administrator and provide an outstanding level of performance the provision of ICT technical support and administration.

The successful candidate will have a proven experience of providing ICT technical and Administrative support and hold appropriate and relevant ICT qualifications. Applicants will be expected to demonstrate a working knowledge of all aspects of ICT i.e. software and systems.

The successful candidate will have a 'can do' attitude and a positive approach to challenges, demonstrate excellent organisational and communication skills and be able to work efficiently with minimum supervision and effectively as part of team.

**Purpose of Job:** To be the main point of contact for the School's database and office systems such as Pupil Asset and SIMs. You will also be responsible for the general maintenance of defined computer equipment and for the resolution of identified technical problems, liaising as necessary with external suppliers/agencies.

Main Activities include: (This is not an exhaustive list – please refer to Job Description and Person Specification)

- Maintaining computer equipment and database systems and monitoring supplies such as ink and paper
- Installing and testing new software
- Keeping records of all licences needed
- Set up, maintain and remover user e-mail
- Maintaining School status checker via Open Check
- Monitoring social media/pupil email accounts

Applicants will be shortlisted according to the ability to provide relevant experience in the main areas above and those outlined in the Job Description and Person Specification.

Visits to the school are warmly welcomed. For further information and to arrange visits please contact the School's HR Administrator on [jobs@eps.barking-dagenham.sch.uk](mailto:jobs@eps.barking-dagenham.sch.uk)

**No agency applications, please.**

**Closing Date:** 1 December 2017

**Shortlisting:** 4 December 2017

**Interviews:** 11 December 2017

### **Safeguarding**

*The successful candidate will have due regard for safeguarding and promoting the welfare of children and young people as stipulated by the Child Protection Policy. Safer Recruitment procedures are in place and any appointment will be subject to statutory checks including a CRB.*