



Beachborough

Job Description

IT Technician

Line Management:	IT Technician
Reporting to:	IT Manager
Hours of Work:	F/T (37.5 hours per week, 52 weeks)
Contract Type:	Permanent

The Role:

The IT Technician will work directly with the IT Manager to ensure high quality delivery of IT within an educational environment.

Working with the IT Manager, they will assist with the support and development of the School IT systems and infrastructure.

The role-holder will need to be flexible to meet the ever-changing needs of the School as well as supporting the development and delivery of the School IT strategic plan.

Job Responsibilities:

- To provide IT Support to all users and to manage the School's IT Systems.
- To provide new ideas and experiences for a rapidly developing IT environment.
- To ensure the future development of IT within the School as part of the overall IT Strategic plan.
- To understand and apply the school safeguarding procedures with respect to the use of IT.

Key Tasks:

- To provide IT support to all users.
- To work as part of the IT Support Team.
- To carry out the installation, upgrading, and maintenance of IT hardware, AV equipment and peripherals.
- To install and configure software (e.g. Office 365, Active Directory, Azure, SharePoint, Teams).
- To implement and manage the development of a School SharePoint site.
- To utilise the School's helpdesk software and manage requests for support from users.
- To maintain a fully comprehensive and up to date asset register of all IT hardware within the School.
- To carry out proactive checks within the School's IT systems.
- To ensure adequate stocks of peripheral IT equipment.
- To ensure data back-ups are managed and completed successfully.
- To contribute to policy development e.g. use of internet policy, data protection policies, IT strategic plan etc.
- To attend relevant training, keep up to date with new technology and advise others as appropriate.
- To provide advice, guidance, and training to users where necessary.
- To ensure adherence to statutory Health and Safety and Data Protection Legislation always.
- To undertake any ad-hoc duties as requested by the IT Manager.

The above list of duties is for guidance only, is not exhaustive and should not be considered a complete statement of duties. The job holder may be required to undertake any other reasonable task as requested by the Bursar or Head. Furthermore, for Beachborough to remain at the forefront of 'best practice', new responsibilities may be added in the future following discussion with the post holder.

Person Specification

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Educated to a minimum of NVQ level 3/BTEC qualification or equivalent experience in computer technology. 	<ul style="list-style-type: none"> Experience working in a service desk or IT support environment.
Knowledge and Skills	<ul style="list-style-type: none"> Good knowledge of networking and a windows infrastructure environment. Ability to install and maintain IT hardware and software. Good communication skills and the ability to support and train staff of all levels. 	<ul style="list-style-type: none"> Experience of provisioning desktops and laptops. A background with Microsoft Office 365, Active Directory, Azure AD, Intune and iSAMS information systems. Experience in SharePoint. The support of iPads. The use of an MDM such as Intune.
Personal Qualities	<ul style="list-style-type: none"> Pleasant, helpful personality. Ability to train groups of people. Awareness of information security. Ability to communicate within a team and problem solve. Readiness to take responsibility for the resolution of problems. Flexible and energetic. Willingness to take on new skills. 	

SAFEGUARDING

At Beachborough, safeguarding and promoting the welfare of children is **everyone's** responsibility. **Everyone** who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred, this means that they should consider, at all times, what is in the **best interests** of the child.

The post holders **must** adhere to and ensure compliance with the school's Safeguarding and Child Protection Policy at all times. 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, he/she must report any concerns to the DSL.

Equal opportunities

Beachborough School is an equal opportunities employer and welcomes applications from appropriately qualified persons regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability, or age. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment.

In accordance with the Disability Discrimination Act, Beachborough School seeks to treat those with disabilities as favourably as those without disabilities. It will make reasonable arrangements, wherever practicable, to avoid putting those with disabilities at a disadvantage.

General notes:

Beachborough is committed to safeguarding, child protection and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo all necessary pre-

employment checks. Full details are given on the application form and the successful applicant will be subject to an enhanced DBS check.

Start Date:

Date Created: September 2020

Reviewed: May 2026