

**BARDFIELD ACADEMY – ICT SUPPORT ASSISTANT**

Contract:	Permanent
Hours:	12 hours (2 full days or 3 hours a day over 4 mornings which are negotiable)
Working weeks:	38 working weeks - term time only
Salary:	Scale 5, Points 9 to 12 dependant on qualifications and experience £6,796.73-7,149.03 (actual salary)
Application Closes:	Tuesday 3 <sup>rd</sup> September Midday
Start Date:	TBC

At **Bardfield Academy**, we prioritize creating a nurturing educational environment where safety, security, and happiness are paramount. Our guiding ethos, 'Striving to Achieve, Together we'll Succeed!', underscores our commitment to collective growth and success. We are part of the South Essex Academy Trust (SEAT), a dynamic network of schools that champion collaboration and mutual support. SEAT is a multi-academy trust comprising a family of primary schools that actively work together to achieve the best possible outcomes for children and staff.

As ICT Support Assistant, you will take a leading role in implementing ICT support procedures, infrastructure development, and to ensure effective IT provision across the school/Trust. You will be required to look at ICT development across the Trust, ensuring compliance of websites, policy development and procurement and to ensure that the school's ICT resources are maintained and used effectively.

Hours are negotiable - either 2 full days or 4 mornings, term time only.

**We would be delighted to hear from you if you have:**

- Experience of ICT Support Procedures.
- Experience in the development, support, maintenance, and security of all ICT systems.
- Experience in installing and configuring software systems.
- Experience in website management.
- Strong organisational and multitasking abilities.
- Excellent communication skills, both written and verbal.
- The ability to work collaboratively as part of a team.

**What we can offer you:**

- Engaged and enthusiastic pupils who are 'proud to belong' to our school and enjoy learning in a stimulating environment.
- A forward thinking, proactive Trust that is dedicated to the success of its pupils and staff.
- Access to ongoing training empowering you to grow and excel in your role.
- An additional week's holiday in October resulting in a 2-week break during this term.
- A comprehensive Employee Assistance programme available to all employees, providing you with the support you need whenever you need it.

**Take the Next Step:**

Visits to our school are warmly welcomed and encouraged. Please contact the office team directly at 01268 553488, to schedule an appointment. We hope to meet you.

We encourage you to submit your application at your earliest convenience as we reserve the right to close this job opportunity early.

Bardfield Academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. We follow safer recruitment practice and appointments are subject to satisfactory DBS certification and references.

As part of the South Essex Academy Trust we are an equal opportunities employer.

**How to apply:**

Click the following link to access our application form: [Career Opportunities – South Essex Academy Trust \(seacademytrust.co.uk\)](https://seacademytrust.co.uk/career-opportunities). Once completed please send to [recruitment@seacademytrust.co.uk](mailto:recruitment@seacademytrust.co.uk) along with your Recruitment Monitoring Information form.

Please take care to complete the application in full as incomplete applications will not be considered.

**JOB DESCRIPTION & PERSON SPECIFICATION BELOW**

**JOB DESCRIPTION**

<b>Job Title</b>	ICT Support Assistant
<b>Grade</b>	Scale 5
<b>Reports to</b>	Headteacher; SLT
<b>Liaison with</b>	Headteacher, SLT, Teaching staff, support staff, pupils, parents, external agencies, Trust colleagues
<b>Job Purpose</b>	The main purpose of the job is to take a leading role in implementing ICT support procedures, infrastructure development, and to ensure effective IT provision across the school/Trust. You will be required to look at ICT development across the Trust, ensuring compliance of websites, policy development and procurement and to ensure that the school's ICT resources are maintained and used effectively. Part of the role will also involve being responsible for the management of the schools website. You will take a leading role in the development, support, maintenance, and security of all ICT systems within the school. You will assist in educating staff and students in the proper usage of ICT equipment and programs to improve their knowledge and understanding within their role.
<b>Duties</b>	<p>Under the direction of the Senior leadership team be responsible for sorting out faults and problems with the hardware and the software. This will involve:</p> <ul style="list-style-type: none"> <li>● Putting in place procedures for reporting faults</li> <li>● Negotiating maintenance agreements with suppliers</li> <li>● Carrying out diagnosis and liaising with outside agencies/organisations regarding faults and repairs of both hardware/software under warranty and/or as part of a service level agreement</li> <li>● Liaising with, and prioritising, workload of contracted ICT Technician</li> </ul> <p><b>Installing and configuring software.</b> This will involve (possibly with external technical support):</p> <ul style="list-style-type: none"> <li>● Setting up and sharing folders and printers</li> <li>● Installing new programmes and hardware drivers</li> <li>● Configuring protected desktops under supervision</li> <li>● Management of deployment systems for installing apps and software</li> </ul> <p><b>Advising on the purchase of new equipment and the replacement of consumables.</b> This will involve:</p> <ul style="list-style-type: none"> <li>● Keeping abreast of new technology</li> <li>● Trying out new products</li> <li>● Shopping around for the best deals and prices</li> <li>● Liaising with outside agencies with regard to product purchasing, obtaining quotes where relevant.</li> <li>● Overseeing and facilitating the installation of larger equipment - ie Interactive boards. Being the nominated point of contact for contractors installing new equipment</li> </ul> <p><b>Management of the school network.</b> This will involve:</p> <ul style="list-style-type: none"> <li>● Setting up usernames and passwords</li> <li>● When appropriate, monitoring hard disk usage</li> <li>● Backing up user files</li> </ul> <p><b>Overseeing the inventory of ICT resources.</b> This will involve:</p>

- Keeping a record of all software/hardware purchases and license numbers
- Monitoring and updating licenses
- Keeping track of where resources are in school and to whom they have been allocated.
- Recording serial numbers and purchase warranty deals of all new equipment
- Security marking all new equipment

**Internet filtering and maintenance of email accounts.** This will involve:

- Monitoring the effectiveness of the website-filtering service
- Adding/removing websites from the filter
- Setting up and editing email account details for teachers, classes, and pupils
- Overseeing Pupils' usage and managing access
- Maintaining and keeping programmes up to date, adding and removing pupils and ensuring appropriate use.
- Following GDPR regulations regarding storing of documents/ownership transfer of docs/wiping data from machines before transferring

**Website Management**

- Updating the school's website on a regular basis, ensuring that all information is up to date and relevant.
- To assist in ensuring that the Trust websites are compliant regarding statutory requirements.
- To develop, create and maintain website pages to appeal to the site visitor and promote the school in a positive Manner

**Other Specific Responsibilities**

- To maintain the ICT resources within the school, monitoring their availability and usage in liaison with the ICT engineer and subject leader.
- To act as a source of technical advice in the use of equipment.
- To support all staff to become familiar with how to use the school's ICT resources.
- To attend in-service courses where appropriate and to disseminate the information gained among staff.
- To assess the value of new equipment and software, and their likely application within the school.
- Arranging the secure disposal of obsolete equipment
- To liaise with outside agencies where appropriate regarding ICT in the school.
- To keep records of pupil internet permissions, staff e safety and laptop agreements.
- To keep the school website updated as directed by the SLT. Ensuring compliance.
- AR Reading/Purple Mash – maintain the programs, adding, removing pupils and staff; training staff regarding using the AR reports.
- Support staff using Target Tracker as well as ensuring contextual data is updated regularly.
- Assist the senior leadership, when appropriate, in the monitoring and reporting of E-Safety.

**Supporting the school**

- To liaise with other members of the team when asked to do so.
- To assist with training for other members of staff
- To contribute to reviews of children's progress as appropriate
- To work within the boundaries and ethos of school procedures and policies
- To be aware of confidential issues linked to home/pupil/teacher/school work and keep confidences appropriately.

**General**

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Trust Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

**PERSON SPECIFICATION**

A – Application Form

I – Interview

<b>1. Qualifications and Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience of ICT Support Procedures (A&I)	✓	
Educated to GCSE Grade A-C (4 or above), NVQ Level 2 or equivalent (A&I)	✓	
Experience working within a primary school. (A&I)		✓
Good reading and writing skills (A&I)	✓	
Strong organisational and multitasking abilities. (A&I)	✓	
Ability to count and undertake basic calculations (A&I)	✓	
Ability to use photocopier (A)	✓	
<b>2. Communication</b>	<b>Essential</b>	<b>Desirable</b>
Excellent communication skills, both written and verbal (A&I)	✓	
Ability to complete basic forms, write routine and detailed letters and reports (I)	✓	
Ability to exchange routine verbal information clearly with children and adults (I)	✓	
Seek support to overcome communication barriers with children and adults (I)	✓	
Consult with colleagues (I)	✓	
<b>3. Working with children</b>	<b>Essential</b>	<b>Desirable</b>
Understand and implement the school's behaviour management policy (A&I)	✓	
Understand and support the differences in children and adults and respond appropriately (I)	✓	
Basic understanding of the learning experience provided by the school (A&I)	✓	
Basic understanding of the way in which children develop (A&I)	✓	
Understand the importance of physical and emotional wellbeing (A&I)	✓	

Ability to exchange verbal information clearly and sensitively with children and adults (A&I)	✓	
Ability to support children who may be unwell (A&I)	✓	
<b>4. Working with others</b>	<b>Essential</b>	<b>Desirable</b>
Understand the role of others working in the school (A&I)	✓	
Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults (A&I)	✓	
Ability to work collaboratively as part of a team and engage positively with families (A&I)	✓	
Ability to work effectively with other adults in the school, parents/carers and professionals (A&I)	✓	
Ability to provide timely and accurate information (A&I)	✓	
Support the differences in children and adults, responding appropriately (A&I)	✓	
<b>5. Responsibilities</b>	<b>Essential</b>	<b>Desirable</b>
Good organisational skills (A&I)	✓	
Ability to remain calm under pressure (A&I)	✓	
Follow instructions accurately (A&I)	✓	
Ability to manage and support the work of others (A&I)	✓	
Ability to manage own time effectively (A&I)	✓	
Ability to adapt quickly and effectively to changing circumstances, situations (A&I)	✓	
Ability to work independently and as part of a team demonstrating high levels of initiative (A&I)	✓	
Ability to work accurately with attention to detail (A&I)	✓	
Seek support to overcome communication barriers with children and adults (A&I)	✓	
Ability to provide timely and accurate information (A&I)	✓	
Demonstrate creativity and an ability to resolve problems independently (A&I)	✓	
Ability to represent the school in a professional and positive manner at all times (A&I)	✓	

6. General	Essential	Desirable
Awareness of and promotion of equality (I)	✓	
Basic understanding of Health & Safety (I)	✓	
Good understanding and effective implementation of child protection and safeguarding procedures (I)	✓	
Understand procedures and legislation relating to confidentiality (I)	✓	
Demonstrate a clear commitment to develop and learn in the role (I)	✓	
Constantly improve own practice / knowledge through self-evaluation and learning from others (I)	✓	
Demonstrate a commitment to equality (I)	✓	