



<b>Job Title: Apprentice ICT/Computing</b>	<b>Grade: Apprentice wage £4.15 ph</b>
<b>Department: ICT</b>	<b>Accountable to: Network Manager</b>
<b>Contractual Terms: Temporary in line with duration of apprenticeship</b>	<b>Responsible for: N/A</b>

**Overall Purpose of the Job:**

To provide support to the Network Manager through ICT/Computing solutions across school.

**Key Duties and Responsibilities:**

- Assist in the repair of IT equipment
- Assist in providing first response support for application software and hardware problem solving
- Assist in the repair and maintenance on printers and other IT equipment
- Liaising with external companies where necessary
- Setting up computer/ICT log on and resetting where needed
- Supporting the process of online learning for learners
- Setting up workstations in required location ensuring that systems are switched on, ready for use and operating correctly
- Assist in the preparation of material and equipment required for staff, including reproduction, printing and downloading on materials
- Assist in the installation of new software, hardware upgrades and replacement components as required
- Carry out basic disc management on both files and servers and workstations. Restoring data as necessary and operating specified back up procedures.

**Other duties:**

- To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the Network Manager from time to time, in consultation of post holder
- Take reasonable care of the Health and Safety of self, other persons and resources whilst at work
- Co-operate with the school to enable the responsibilities placed upon the service under the Health and Safety at Work Act to be performed e.g. operate safe working practices

**Additional Information**

- Undertake any such duties commensurate with the post as directed by the Headteacher/Line Manager.
- As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the school's responsibilities towards safeguarding.

A good knowledge and understanding of the General Data Protection Regulation (GDPR) and a willingness and commitment to ensure compliance of this regulation and any associated data-related legislation.

Develop and maintain an awareness of mental health issues affecting both colleagues and students/learners and in act in a supportive way that helps others and enables them to be open about any issues affecting them.

Criteria		Essential/ Desirable	How Assessed
<b>Qualifications:</b>	The role requires a minimum of 5 GCSE's Grade 4 – 9 (A –C) or equivalent including English and Maths.	E	A/I
<b>Experience:</b>	Experience of ICT/Computing systems  Experience of word processing, spreadsheets, databases, Powerpoint and other computer based systems.	E  E	A/I  A/I
<b>Knowledge and Statutory Requirements:</b>	Knowledge of email, internet and intranet.  The post holder requires some knowledge of Trust's Policies, processes and procedures in connection with GDPR and a willingness and commitment to ensure compliance of this regulation and any associated data-related legislation.  An interest in Secondary Education  Reasonably Practical Level - knowledge of statutory duties with regards to safeguarding and Health & Safety obligations.	E  E  E  E	A/I  A/I  A/I  A/I
<b>Planning, Organisation and Mental Challenge:</b>	Ability to be able to use own judgement to identify straightforward solutions to simple problems.	E	A/I
<b>Interpersonal &amp; Communication:</b>	The post holder requires good communication and interpersonal skills.	E	A/I
<b>Initiative &amp; Independence:</b>	The post holder will work from instruction, but will be expected to use their initiative and make some minor decisions, as they arise. Problems are referred to their line manager.	E	A/I

<b>Personal Qualities:</b>	Ability to contribute to effective team working.	E	A/I
	Effective time management.	E	A/I
	Ability to work confidentially and with discretion.	E	A/I
	Excellent organisational skills.	E	A/I

**Working Conditions:**

The post holder will work in an allocated section within the school, working on their feet for most of the day. May be required to work in awkward positions (i.e. under tables).

**Main Contacts:**

The post holder must always project a professional image when dealing direct with colleagues, governors, parents/carers and external bodies.

**Characteristics of the post:**

The employment checks required of this post are:

- Evidence of entitlement to work in the UK
- Evidence of essential qualifications
- Two satisfactory references
- Evidence of a satisfactory safeguarding check e.g. an Enhanced Disclosure and Barring Service Check for Regulated Activity
- Confirmation of medical fitness for employment as required
- Registration with appropriate bodies (where applicable)

**Date Completed:** September 2020

**Signature of Post**

**holder:** .....

**Date:** .....

**This is a description of the job as it exists at present; All Trust Job Specifications are reviewed and are liable to variation in consultation with the post-holder in order to reflect future developments, roles and organisational change.**

**Please make sure that you can demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on our application form. The letters A, B and C in the "Rank" column refer to the importance we will give to your answers when we read your application. You must all the A's on day one to be able to do the job, you need to have all the B's to do the job, but they could be learnt during your induction period.**

**We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled candidates. We have tried to do this, but if you have a disability and identify any barriers in the job specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.**

**Where criteria are to be identified through the “Selection Process”, this may involve written exercises, group discussions, presentations, interview, etc.**