

**ICT TECHNICIAN
PART-TIME, TERM-TIME ONLY + 4 DAYS
REQUIRED FOR APRIL 2022**

**HALL GREEN SCHOOL (AN ACADEMY)
SOUTHAM ROAD
HALL GREEN
BIRMINGHAM
B28 0AA**

Posted: Friday 14 January 2022
Dates: Apply by 12.00 noon, Tuesday 1 February 2022
Salary: Grade 3, Point 17 - 21 £24,491.00 - £26,511.00 (actual £7,391.00 - £8,182.00)
Location: Birmingham
Contract Type: Part-time (0.4), Term-time + 4 days
Contract Term: Fixed Term Maternity Cover
Organisation type: Mainstream with Resource Base
Phase: Secondary
Funding status: State Converter Academy since February 2012
Gender: Mixed

We are seeking an inspirational and motivational ICT Technician with the drive, commitment and creativity to support us in providing the best possible opportunities for our pupils.

Hall Green School is a very popular, heavily oversubscribed and academically successful 11-16 Converter Academy. We are a highly diverse institution, both ethnically and as a fully accessible mainstream school, attracting pupils from across the city with physical disabilities. We have wonderful students who fully contribute to the school's 'caring, nurturing and inclusive culture' described by Ofsted (2019) as 'a welcoming and inclusive school' where 'pupils are happy, and they achieve well' and the 'positive relationships between pupils and staff are a hallmark of the school'.

You will be working 12 hours per week, over 2 days (8.00 am – 2.00 pm), term-time only. We will also require an additional 4 days to be worked during school closure periods but can be flexible with the right candidate about when these additional days are worked to suit both parties. This vacancy is temporary covering maternity leave from April – December 2022. The successful candidate will be a reliable, enthusiastic and flexible team-player who can communicate well with staff and pupils alike. You will need to:

- accurately record, update and document requests for ICT Support using the IT service desk system
- detect, diagnose and resolve PC, printer, peripheral and software errors
- perform routine checks on PCs and ICT suites, ensuring maintenance and general housekeeping tasks are completed regularly
- provide support and assistance in the setup and operation of audio/visual/multimedia equipment
- setup the school hall for assemblies and meeting.
- setup and maintain user accounts
- assist the ICT Network Manager in maintaining a database of computer hardware
- produce and maintain documentation and training materials for the school knowledgebase
- provide training to staff on new systems and processes
- maintain the school website and ensure information is accurate and up to date

- maintain telephony systems and printer management
- maintain and manage the distribution of student and staff laptops.
- ensure users are able to access resources when working from home as part of remote learning; these include but are not limited to use of VPN to access network drives and SIMS.

Most importantly, we are looking for a candidate who shares the school's approach and commitment to the success and wellbeing of its young people. You are warmly invited to speak to the Senior Leader responsible for Inclusion and to make an appointment to visit the school in action.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak and write fluently in English is an essential requirement for this role.

Hall Green School is committed to safeguarding and promoting the welfare of its pupils and expects all those working at the School to share this commitment. The successful applicant will be subject to the following checks: enhanced DBS, Childcare Disqualification (where applicable), a prohibition from teaching (where applicable), qualifications (where applicable), medical fitness, identity and right to work. All applicants will also be required to provide two suitable references.

The closing date for applications is 12.00 noon on Tuesday 1 February 2022.

For further details and an application pack please see the school website www.hallgreen.bham.sch.uk or email recruitment@hallgreen.bham.sch.uk.

Please note that all applicants must complete the school's application form only. Any other form of application or CVs alone will not be accepted.