

IT Apprentice

35 hours per week, Term Time Only (39 weeks)

Monday- Friday

Job purpose:

A confident and talented individual to transform the school environment by supporting the training of teachers and developing the use of educational technology for the betterment of teaching and learning. Embark on a Level 3 Digital Support Technician Apprenticeship programme with Primary Goal as the training provider.

Job description:

As part of this opportunity, you will:

- Audit the school's current use of education technology
- Promote the use of new and existing technologies and supporting staff
- Act as a conduit between technical support services and the wider staff team
- Identify an action plan for wider staff and pupil digital skills development
- Identify and support the development of a tech-related lunchtime or after school club with a group of children
- Alongside the Computing Subject Leader, lead on and run all extra-curricular Computing clubs
- Develop the school's use of technology to facilitate teaching and learning across the curriculum and / or within computing as a subject
- Establish and implement the use of online collaborative tools for organisational and curriculum delivery
- Support the school to maintain a positive and professional online reputation
- Plan, implement and maintain an element of the school's organisational digital presence
- Support children and teachers in development of ICT skills/resources in all computing lessons
- Supporting the schools IT infrastructure on a daily basis, resolving issues and providing technical assistance with the assistance of the ICT Subject Leader/School Business Manager
- Provide an effective ICT support service to the school, including being a single point of contact for IT related issues around school
- Liaise with ICT support provider where necessary to log issues and manage through to resolution
- Maintain accurate records, including keeping school asset register up to date
- Providing evidence for ICT equipment replacements and renewals, and contributing towards the provision of business cases
- Assisting with the administration of the school website
- Ensure classroom IT is maintained and ready to be used and this will include configuration, interactive whiteboard connectivity and audio.

- To manage and assist as necessary in the setup of audio visual equipment, as needed in assemblies, school performances, etc.
- To demonstrate and/or set up IT, media equipment and facilities as required by the school.
- Maintenance of staff devices, ensuring both software and hardware are working so lessons can be delivered.
- Daily/weekly maintenance of student devices. This will require termly checks on the trolleys and ICT suites to ensure they fully function for students to use.
- The role will develop over time in line with the growing skills and abilities of the post holder
- Develop your own skills through participation in continuous professional development through the Primary Goal Apprentice Programme.

All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy. Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for: N/A

Responsible to: School Business Manager

Date Reviewed: July 2021 Updated: July 2021

Person Specification

You will need to be:

- A friendly, motivated and organised person with excellent interpersonal skills who will fit well within a group of highly skilled teaching professionals
- Willing to engage with the team and assist in the preparation and support of technology across the school
- Willing to support with immediate IT challenges whilst juggling other priorities in the role
- Passionate for supporting children on their journey towards developing their digital skills of the future
- Committed towards coaching less experienced colleagues to develop their confidence when using technology in the classroom
- Creative with digital skills to develop and maintain the internal digital signage, school website and social media presence to reach a wider audience and provide engaging content

We are looking for someone who:

- Works independently and takes responsibility maintains productive and professional working environment with secure working practices
- Has a passion for new and emerging technologies to improve learning
- Uses their own initiative when implementing digital technologies and when finding solutions
- Is resilient and positive mental attitude when dealing with difficult situations
- Maintains thorough and organised approach to work when working with digital technologies and prioritising as appropriate

Desired Qualifications:

We require someone who is educated to GCSE standard English and Maths grade 4 (or above), or Functional Skills Level 2 in English and Maths.

Safeguarding

Edgewick Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Therefore, it is imperative that you provide all relevant information requested in order to meet this commitment.

All appointments will be subject to satisfactory references, an enhanced DBS check, and proof of the Right to Work in the UK (this will be required at the time of interview).