



Ballymena Academy

ICT Technician 3

Ballymena Academy, established in 1828, is a successful and forward-looking, co-educational, non-denominational Voluntary Grammar School with an enrolment of 1200 pupils, including more than 300 pupils in Sixth Form. The Board of Governors is the employing authority and the school is funded directly by the Department of Education. There are over 80 members of the teaching staff and additional appropriate support staff.

The school has earned its reputation for high standards of attainment by its pupils, with our young people achieving excellent examination results which are well in excess of N.I. Grammar School averages at GCSE and 'A' Level. The focus is to realise the Mission Statement: 'Ballymena Academy Cares for the Individual and Inspires Learning and Achievement'.

The Board of Governors seeks to appoint a Full-time, Permanent ICT Technician from November 2021. Details of the post and an Application Form are available from the school website:
<https://www.ballymenaacademy.org.uk/>

Information about the Appointment

The ICT Technician will assist the line manager in the development of ICT within the school and ensure that all computer systems and peripheral devices are fully functional to meet the needs of the school.

This is a full-time, permanent appointment – 37 hours per week, Monday to Thursday 8.30 a.m. to 5.00 p.m., Friday 8.30 a.m. to 4.30 p.m.

Remuneration will be in the region of NJC pts 7 – 17; £20,092 - £24,491 per annum.

Job Description

The post includes the following responsibilities:

Administration of Network Systems

- Planning, design, specification and installation, including upgrading of all school managed network systems.
- Management of the structured cabled environment of any school managed network.
- Baseline system support and application support on any school managed system.
- Contact with outside agencies as necessary.
- Liaise with managed service provider as required on changes to the Classroom 2000 infrastructure.

Provision and Maintenance of ICT Facilities and Resources

- Ensure that all systems are fully functional to meet the needs of the school.
- Daily care and maintenance of all computer systems and their environments.
- Install hardware and software as appropriate.
- Carry out repairs to equipment, where appropriate, within the competence of the employee.
- Organise the repair of equipment either on site or with agencies as appropriate.
- Liaise with the managed service provider on the maintenance of the Classroom 2000 infrastructure.
- Perform backups of crucial data regularly on school managed systems.
- Ensure system security on school managed systems.

Management of all On-Line Communications Services

- Develop and maintain existing ICT systems.
- Set up and maintain appropriate E-mail, Intranet and Internet facilities as required either on school managed systems or the classroom 2000 infrastructure.
- Assist with the development and maintenance of the web site.

Curricular Assistance

- Participate in planning and delivery of relevant induction and training sessions.
- Assist staff and pupils with hardware and software problems arising from the use of ICT equipment within the classroom.
- Give advice to the ICT co-ordinator to plan for future ICT advances.
- Set up standalone computer systems for specific teaching/training situations and functions within the school.
- Assist with the provision of INSET either in a large group or single tutorial mode.
- Set up internet and conferencing facilities for specific teaching and/or training situations.

Records and Administration

- Keep an inventory of all hardware, software and consumables.
- Comply with the requirements of the Data Protection Act and Copyright laws.
- Contact outside agencies (on school's behalf) concerning ICT facilities and developments within the school.
- The post holder will be expected to maintain an awareness of ICT development in order to ensure the currency of ICT services within the school.

Other Duties

- Such other duties as may be assigned within the level of the post.

The Job Description may be subject to amendment or modification from time to time, following consultations with the holder of the post, to meet the changing needs of the school.

Criteria for the Appointment

The person appointed to this post must be able to demonstrate by means of his/her application and, if short-listed, the responses he/she makes to the questions asked at interview that he/she meets the following criteria.

(a) Essential Criteria:

Qualifications

- A minimum of five GCSEs (grade A* to C) to include English Language and Mathematics or equivalent or higher level qualifications.

Experience

- A minimum of one year's experience of working in an ICT related technical support environment.

Knowledge

- Demonstrable evidence of knowledge of:
 - The requirements of an ICT Technician 3.
 - Health and safety regulations, as relevant to the role.
 - General administrative processes and records.

Skills/Abilities

- Proven effective planning and organisational skills and an ability to work under pressure to meet deadlines.
- Proven effective people management skills.
- Ability to work effectively as part of a team to achieve outcomes.
- Evidence of sound interpersonal and communication skills.
- Evidence of proficiency in the use of computer packages, to include use of Microsoft Word, Excel, and Outlook.

(b) Desirable Criteria:

- Hold an A Level qualification in I.C.T. / Computer Studies or equivalent or higher level qualification.
- A minimum of one year's experience of working in a post-primary school.
- Evidence of training in network management.

Essential and/or desirable criteria may be further enhanced for shortlisting purposes. Applicants should ensure the application form is completed carefully and accurately.

All appointments to Ballymena Academy are subject to the provisions of the Protection of Children and Vulnerable Adults (NI) Order 2003, and the Rehabilitation of Offenders (Exceptions) Order (NI) 1979. Applicants must disclose any convictions, spent or unspent or any charges outstanding. A security check is carried out. This appointment procedure is in keeping with Department of Education regulations on Child Protection.

The appointment process is scheduled to take place on **Wednesday 20th October**. Applicants who are shortlisted will be informed on Monday 11th October.

Returning your Application Form and Monitoring Form

Completed Application and Monitoring Forms must be returned by the specified closing time and date using one of the following methods:

- post
- hand delivery
- e-mail

Completed Application Forms must be received by 12.00 noon on the closing date (Friday 8th October). Late, or faxed, Application Forms will not be accepted.

If posting or e-mailing an Application Form, it is the responsibility of the applicant to ensure that the application is received by the closing time/date.

Please ensure that when e-mailing the Application Form that the subject line is completed with the Job Title as indicated on the Application Form.

For posted applications, please ensure that the correct postage for the weight and size (including thickness) of the envelope is adhered to in order to ensure that the application is received by the closing time/date.

Address (Postal/hand delivery):

The Principal,
Ballymena Academy,
89 Galgorm Road,
Ballymena,
CO. ANTRIM.
BT42 1AJ

E-Mail address: mbrown783@c2kni.net