



**HAYDON
SCHOOL**

**BECOME PART OF
A GREAT TEAM**

ICT SUPPORT ANALYST (APPRENTICE)

37 hours per week 52 weeks. Apprentice Rate / National Minimum Pay Rate as applicable £7.00 per hour (£13,468 per annum) paid pro rata over 12 months

Haydon is a large, friendly and creative school in North West London. We have been judged as outstanding by OFSTED.

THE ROLE:

- To assist the Network Manager in the effective running of the School network
- Technical support and knowledge of servers and operating systems
- Maintaining the School's back up strategy
- Management and administration of WIFI system, google suite, biometric cashless payment system, printer consumables through RICOH online service
- Provide software training to staff as requested by SLT or Network Manager
- Ensure basic safety checks are carried out to IT equipment and that IT equipment is fit for purpose.
- Support the Network Manager with configuration and installation, design and planning of rolling out new hardware and software
- Implementing new IT resources and technology
- Maintain an overall view of the capabilities of the school's ICT services and contribute to continuous improvement.
- Prioritise IT requests and technical support, balancing response to demand and urgency.
- Support staff and students in the use of ICT resources through direct interaction and by producing simple help sheets where applicable
- Attend and support staff training sessions, to increase personal understanding of how ICT is used in specific contexts
- Support and management user accounts for online learning platforms
- Content management of the School website and social media
- Any other duties as reasonably required by the Network Manager, Headteacher or member of the Senior Leadership Team which is consistent with the overall level, nature and grading of the post
- Carry out PAT testing of all IT equipment and maintain up-to-date excel log

ABOUT YOU:

At Haydon School, we really value people who work well in a team, are self-starters, enthusiastic and flexible.

REQUIREMENTS:

- At least five GCSE Grade C, English, Maths or equivalent or a Vocational qualification
- Excellent communication and numeric skills
- Positive 'can do' attitude
- Experience of working with people in a variety of contexts
- Confidence about ability to use a variety of computer software packages and databases
- Ability to demonstrate a willing ness to improve own practices and methodologies through the utilization of available information

TO FIND OUT WHY WE'RE SO PROUD OF HAYDON SCHOOL AND LEARN MORE ABOUT THIS ROLE:

Visit our website now www.haydonschool.com or check us out on twitter @HaydonSchool

HOW TO APPLY:

An application form can be found on our website under 'Join Us' and 'Vacancies'. Applications and covering letter should be sent to: gmcauliffe.312@igtfmail.org
Please note CVs will not be accepted
We reserve the right to interview on application

MORE INFORMATION:

If you would like to discuss the post or require further information, please contact Beyhan Ercan : bercanrazvi.312@igtfmail.org

Haydon School is committed to safeguarding and promoting the welfare and safety of all students and expects all staff and volunteers to share this commitment. We strive to ensure that consistent and effective safeguarding procedures are in place to support families, students and staff at school.

ACHIEVING

INDIVIDUAL EXCELLENCE

IN A CARING COMMUNITY