



DOVER
COLLEGE



IT Technician
May/June 2021

Candidate Information Pack



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Welcome

Thank you for your interest in this role. I hope that over the next few pages of this information pack you get a flavour of the College and the shared values our community is built on.

Dover College is 150 years old in 2021 and has educated over five and a half thousand young men and women in that time. We occupy a beautiful campus in the heart of Dover, with buildings dating back to the 12th Century. But there is nothing ancient in our approach to education. Our vision is centred around the following principles:

Small is beautiful! The values of the family run through Dover College. Our class sizes allow us to nurture confidence, encourage inquisitiveness and celebrate individuality.

We are academically ambitious. We take the time to really get to know each child so that the right balance of challenge and support is in place based on their needs.

We think differently. Our distinctive curriculum, connecting Early Years right through to Sixth Form, focusses not only on achieving excellent results but also developing inquisitive and creative minds ready for the challenges ahead.

We offer an all-round education. We encourage internationalism, democracy, care for the environment, adventure, leadership and service.

We are international and local. We welcome pupils from across Europe, Africa, Asia and the Americas, encouraging everyone to be inclusive, unprejudiced, cosmopolitan and outward looking.

Whether you are applying for a teaching role, or one within our support services, your contribution to our team will be immensely valuable.



Simon Fisher
Head



Safeguarding

At Dover College, there is nothing more important to us than the physical and emotional health and well-being of our pupils and staff.

We have created a safer culture in which pupils, staff, parents and governors feel able to articulate concerns comfortably; safe in the knowledge that appropriate and effective action will be taken.

Our Safeguarding Policy and Child Protection Policy applies to all adults, including volunteers, working in or on behalf of our School, in term and out of term time. We expect everyone working in, or for, Dover College to share responsibility for keeping children and adults at risk safe from harm and abuse, and to report any concerns to our Designated Safeguarding Lead or one of her deputies.

We have robust procedures in place for visitors to the site and carry out full recruitment checks on any adult who spends time regularly with our pupils. We have created our recruitment and selection policy to ensure Safer Recruitment practices are carried out throughout the College and these are applicable to all staff.

Pupil welfare issues are addressed through the dedication of staff to the ethos of the College. The pupils are taught and regularly updated on how to stay safe, including on-line and with their peers, and the staff have termly safeguarding updates.

Our Safeguarding and Child Protection Policy can be accessed [here](#).





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IT TECHNICIAN

Dover College is a highly successful co-educational, boarding and day school of circa 300 pupils.

An opportunity has arisen for an experienced IT Technician to join our team. Following a period of significant investment in infrastructure and educational technology, this is an exciting opportunity to play a part in the next phase of ICT development at the College.

We are looking for someone with a high level of technical expertise who will deliver an outstanding level of customer service to our staff and pupils. The successful applicant will have a passion for technology and be an excellent team player.

This is a full time role, 40 hours per week, with 26 days of holiday entitlement, plus bank holidays. A range of other employee benefits are included.
Salary dependent on experience, minimum £18,600 p/a.

An application form can be downloaded from our website. Completed application forms should be accompanied by a covering letter and CV, and sent to hr@dovercollege.org.uk.

We are committed to the safeguarding of children. All employees must have the ability to understand and adhere to Child Protection and Safeguarding legislation. References will be taken prior to interview and an enhanced DBS check will be conducted on the successful applicant.

Closing date for applications: Tuesday 11th May 2021*

*We reserve the right to invite candidates for interview prior to the closing date and to close vacancies early if we have sufficient suitable applications. Therefore, we encourage interested applicants to submit an application as soon as possible.



PREPARED: SF/SG	REF: IT TECHNICIAN
APPROVED: SF	REVISION: A DATE: April 2021

JOB PROFILE

REPORTING TO: Network Manager

PURPOSE OF JOB: To assist the Network Manager in maintaining the IT systems in the school and providing support for users.

KEY RESPONSIBILITIES

The list of duties below should not be regarded as exclusive or exhaustive. There will be other duties and responsibilities associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may be reasonably required.

- Day to day maintenance of the IT network and associated devices;
- Provide technical support for staff and pupils;
- Perform appropriate 'housekeeping' and regular maintenance of the hardware and software;
- As required, resolve any hardware or software failures;
- Assist in the operation of the ICT helpdesk system, ensuring that reported issues are addressed in a timely and appropriate fashion as appropriate to their importance;
- Manage reprographic consumables and the allocation of credits (staff and pupils);
- Maintain the IT and AV hardware across the site;
- Create new user accounts and assign electronic key fobs;
- Set up AV equipment (e.g. projectors) as necessary for events;
- Test and deploy hardware and software;
- Monitor data backups;
- Maintain the College's IT assets database;
- Assist with the running and management of the school Management Information System (currently iSAMS);
- Deputise for the Network Manager in their absence.
- Comply with policies and procedures relating to health, safety and security, confidentiality and data protection.

PERSON SPECIFICATION

ESSENTIAL

- Relevant qualifications and/or experience in an ICT related discipline or workplace;
- Working knowledge of common hardware and software (Windows, Office, Apple and Android);
- Problem solving skills;
- The ability to manage your time and prioritise tasks;
- A willingness to learn new skills and technologies;
- The ability to use initiative and work as part of a team;
- Comfortable working with children and adults;
- The ability to safely move heavy equipment.

DESIRABLE

- Experience of work in a school context;
- Awareness of technological developments relating to education and their application in a school context;
- Experience of managing Apple Mac networks;
- Experience of managing iPad deployments;
- Experience of managing a MIS (management information system);
- Knowledge of the Google Suite for Education.

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