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| St John’s is seeking an individual who can work efficiently and effectively as part of its core ICT support team. This opportunity covers a broad range of support including: Computer maintenance and repair, Software installation and configuration, Media presentation, and photo manipulation. The individual required should be punctual and be able to work as part of a team.The Apprenticeship role will include:* Assist in the management of the School Information database, including all upgrades.
* Assist in the management and development of the School Website and intranet (sharepoint)
* Update the IT Technical web portal with important information as required.
* Assist in maintenance and development of equipment used for teaching and learning such as Interactive screens and remote learning, in all classrooms and specifically in suited computer rooms.
* Assist with the checking of laptop stock throughout the schools storage trollies.
* Assist in the management of Internet access in accordance with School policy and as directed by Senior Network Engineers.
* Assist with the setup and running of special events and media equipment for assemblies.
* Support and contribute to the development of staff and software to expand the use of ICT across the curriculum.
* Support the Implementation of password changes and management of user accounts for both staff and students.
* Support the use of printing equipment and card services across the school.
* Assist with the Introduction and maintenance of new ICT systems as required by school management.
* To assist the Senior Network Engineers and other ICT Technicians in the day to day management of the network.
* To be responsible for and assist in keeping an up to date inventory of hardware and maintaining stocks of consumables and updating the inventory pages of our management portal as directed.
* Assisting in the resolution of Network Problems, maintaining and repairing hardware and software to enable the smooth running of all school ICT systems.
* Assist the ICT Technician to provide support to St John’s Primary School.
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| An ICT Apprentice is required to work as part of a team to maintain and develop the school’s ICT systems for curriculum and administration, and to assist with lesson support and media applications. |  |

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| * Excellent verbal & written communication skills
* Excellent attention to detail and accuracy
* Must be approachable and personable when dealing with staff and students.
* Excellent organisational and time management skills with the ability to work under pressure within strict deadlines
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| We would prefer the candidate to have the following level of qualifications. Educated to GCSE Level in Maths, English and ICT |