

# ICT Technician

Future Schools Trust



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Trust



## Build your Career, Shape your Future, Apply today

Welcome to Future Schools Trust.

Our Trust consists of two secondary schools, one primary school and one nursery at the heart of our local community in the Maidstone and Malling area of Kent. FST was legally established as a Multi Academy Trust (MAT) in 2007.



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*A great place to be*



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## Welcome from the Trust Lead

Samantha McMahon  
BA (Hons) | NPQH



Welcome to Future Schools Trust: **Relentless Ambition for Young People.**

We aim to achieve our vision by bringing together our family of schools to create a cohesive and aspirational community which enables every child and member of staff to exceed their expectations.

### Our values are:

- Integrity
- Respect
- Resilience
- Strong Work Ethic
- Collaboration
- Equality

The best interests of young people guide every ambition and decision we take. We are passionate in our belief that schools are stronger when they work together whilst being proud and protective of the unique identity of each of our schools in the Trust. Maintaining a strong moral purpose and supportive but challenging culture is central to everything we aim to achieve.

I hope this introductory letter provides a sense of our culture and ethos and our direction of travel. If you decide to apply, we appreciate how long it takes to apply for jobs, but please do not send a general application; we are looking for someone prepared to respond to us, respecting where we are at on our journey as a Trust. You can be sure that we will take time and care in reading your personal application.

Electronic application forms should be completed on the Every Portal which you can access at <https://www.futureschoolstrust.com/vacancies/>.

Best wishes

Samantha McMahon

<b>Post:</b>	ICT Technician
<b>Academy:</b>	Future Schools Trust
<b>Department:</b>	ICT
<b>Responsible to:</b>	ICT Manager
<b>Salary:</b>	FST Grade D, £26,176-£26,822
<b>Working pattern:</b>	37 hours per week, 52 weeks per year

## Purpose

The ICT department serves nearly 3500 users and you will be working in a team of dedicated technical staff who strive to ensure an excellent level of service is maintained for all users. You will assist the Trust to deliver ICT innovation in exciting ways and have a part in the development and implementation of new technologies in Education. You will work with ICT Manager to support the Trust's users as part of the Helpdesk support team.

## Accountability

- Guide staff and students in the use of ICT equipment to aid the learning process and help staff work unhindered.
- Help the training of staff to enable teachers to teach their lessons effectively.
- Work within the ICT Helpdesk solving hardware and software faults.
- Repair and maintain laptops, desktop, iPads, printers, audio visual equipment, Wireless AP's and other ICT equipment the Trust uses.
- Assist the ICT Manager in the resolution of network problems and in maintaining and repairing hardware and software to enable the smooth running of the school network.
- To be deployed as the ICT Manager requires including across Trust work at critical times, to ensure the highest possible standard of service to all of its clients.
- Assist users with Office365 and Active Directory user password resets.
- Ensure the school maintains a safe and secure computer environment for staff and students through monitoring and filtering systems.

## Person Specification

- A good standard of education, working towards further training and completion of a recognised ICT qualification.
- Ability to work on own initiative is essential.
- Ability to prioritise work effectively.
- Able to meet constant deadlines.
- Excellent communication skills are essential.
- A background in IT Hardware and Software.
- An interest in computing and its development.

## Organisation

The post holder will be line managed by the ICT Manager. This post will be Trust based and deployed mainly at one site.

This is a key role within an Academy and the post holder will have daily contact with staff and students to enable individuals to carry out their duties. In addition, the post holder would be expected to liaise with outside agencies and contractors.

### **Application:**

We welcome applications from all qualified candidates, including neurodivergent individuals. If you are excited about this opportunity and believe you are a great fit for our team, please complete our School Application Form, we are unable to accept CVs. Electronic application forms should be completed on the Every Portal which you can access at [www.futureschoolstrust.com/vacancies](http://www.futureschoolstrust.com/vacancies).

If you would like to take a look around our fantastic facilities and meet the staff that you could be working alongside, please email [recruitment@futureschoolstrust.com](mailto:recruitment@futureschoolstrust.com) to arrange a visit.

### **Health & Safety:**

So far as is reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and students/pupils.

### **Safeguarding:**

Future Schools Trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Future Schools Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All successful candidates will have to meet the person specification and will be subject to an Enhanced DBS check.

Future Schools Trust is dedicated to attracting the right teachers and support staff who are committed to developing and nurturing our students and we must provide the rewards for that to happen.

Alongside providing a competitive pay and benefits package, we offer lifestyle discounts for retail purchases and tax-efficient schemes for childcare and cycle-to-work purchases.

### **Pension Scheme:**

From your start date you can join either the Teachers Pension Scheme or the Kent County Council Pension Scheme. Contributions are made based on your salary scale.

### **Annual Leave:**

For support staff annual leave starts at 28 days a year plus Bank Holidays and increases after 5 years' service.

### **Cycle to work scheme:**

We offer a cycle to work scheme, this tax beneficial scheme encourages employees to cycle to work or take advantage of the scheme to purchase a bicycle for leisure.

### **Retail, Health & Social Offers through Kent Rewards:**

With Kent Rewards you can also get great discounts on pretty much everything you can imagine! Whether it's a meal at a restaurant, a trip to the cinema, or even a visit to a theme park there are plenty of ways that you can save.

### **Other offers:**

- Benenden Private Healthcare Scheme - Optional to Join
- Specsavers Vouchers
- Full access to our Employee Assistance Programme, 24/7

[Click here to view all our employee benefits.](#)





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**Cornwallis Academy**  
*Ambitions for All*



**New Line Learning Academy**  
*Believe and Achieve*



**Tiger**  
Primary School



**Tiger Cubs**  
Day Nursery

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