



FRIERN BARNET SCHOOL

Hemington Avenue, London, N11 3LS

Head Teacher: Mr S Horne

Information Technology Technician

Term time only – hours are negotiable but will include Fridays.

Salary:

Grade G, FTE: £36,585 - £40,182. Actual salary for 36 hours per week: £32,179 - £35,342

(Full or part time, term time only)

Start: ASAP

Closing date: 9.00 am, Tuesday 14 October 2025

We need an enthusiastic, capable, committed IT technician to join the busy IT department at our fantastic school. The position is full or part-time, term-time only for a fixed term of six months, in the first instance.

The role involves general troubleshooting and resolving simple and more complex queries arising from staff and students. The successful candidate will be expected to work on their own initiative as well as be a team player.

Relevant experience within a secondary school setting is desirable but this is not essential, as appropriate training will be provided.

We are committed to safeguarding and promoting the welfare of children and young people and applicants must be willing to undergo child protection screening, including checks with past employers, social media checks and the Disclosure Barring Service.

Please note that applications will be considered for shortlisting as and when they are received, and FBS reserves the right to close the advert at any time.

Application forms and further details are available to download at www.friern.barnet.sch.uk.

Please apply using the non-teaching application form on the school website.

Completed applications should be sent to vacancies@friern.barnet.sch.uk



Enjoy and Excel

IT Technician

Thank you for your interest in this position, which will be a key appointment in the further development of Friern Barnet School.

Enclosed are the following for your information:

- Current job description
- Current person specification

On our website you will find an application form and the school prospectus. All of this material will give you a clear impression of Friern Barnet School and its strong learning culture.

As the Head Teacher, I feel very privileged to be leading this school – a school community that is continuing its exciting journey of working together successfully to ensure that all students, whatever their ability, make excellent progress and enjoy and excel in everything they do.

The Governors and I look forward to receiving your application. Please note the closing date is Tuesday 14 October 2025.

Yours sincerely

Simon Horne
Head Teacher

Role Profile

Service:	IT Technician
Location:	Friern Barnet School
Job Title:	School ICT Support – Level Four
Grade:	G
Reports to:	Headteacher/Deputy Headteacher/School Business Manager

1. Purpose of Job:

To provide a high level ICT service to the school environment and ensure the day-to-day IT needs of the school are met.

2. Key accountabilities/duties/responsibilities:

Each school is organised differently, and the range of duties carried out will be different in each school. This section of the role profile gives examples of the duties and responsibilities that may be carried out.

This list is not exhaustive.

- Responsible for providing technical support for the installation and maintenance of computer hardware and software, for example servers, desktop PCs, laptops, tablets and peripheral equipment such as scanners, printers, interactive whiteboards and projectors, escalating to external support if required
- Manage/oversee IT service desk and/or respond to users queries and support requests
- Administer and manage all network services including wireless infrastructure and broadband
- Monitor event/systems logs and take proactive steps in resolving any issues
- Manage and administer user accounts on core ICT systems
- Manage and control network security including antivirus and patch management
- Maintain computer files by backing up/archiving and updating/deleting information as appropriate

- Install, upgrade and monitor server applications such as the school's management information system and other critical systems
- Plan and manage and monitor backup systems to ensure all school data is backed up
- Maintain inventory and organise disposal of obsolete equipment, used consumables and waste materials in line with recognised procedures and legal requirements
- Assist in creating and implementing a structured approach to rolling out new hardware or software including procurement, testing and assessing the needs for user training and developing a maintenance schedule
- Organise warrant/external repairs
- Follow relevant health and safety procedures and raise awareness among staff, pupils and other users and escalate problems as required
- Work to the ICT acceptable use policy and give advice to others as required
- Record and create documentation on configuration of all IT systems/services
- May edit and improve school website
- May advise teaching staff on the compatibility of new software/hardware, install software/hardware as requested by teaching staff, and maintain a record of all installations carried out
- May assist or run a school computer club
- May attend Governors meetings where required to report on ICT issues

3. Promotion of Corporate Values

To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work.

4. Flexibility

The jobholder may be required to carry out other reasonable duties commensurate with the grade, as requested by line manager.

This job description is not exhaustive and may change as the post or the needs of the Council develop. Such changes will be subject to consultation between the post holder and their manager and, if necessary, further job evaluation.

5. The Council's Commitment to Equality

To deliver the council's commitment to equality of opportunity in the provision of its services. All staff are expected to promote equality in the workplace and in the services the council delivers.

PERSON SPECIFICATION

Service:	IT Technician
Location:	Friern Barnet School
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Grade:	G
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Knowledge, training and experience
<ul style="list-style-type: none"> • Knowledge and experience in a range of ICT systems and software packages • Working at or towards national occupational standards (NOS) for IT Users and knowledge/skills equivalent to current national qualifications in ICT Level 4 and/or vendor qualifications for the specific hardware/software used • Significant experience of providing IT support in a business or school environment • Knowledge of trends in computer technology • Experience in audio visual equipment, for example interactive whiteboards, projectors • High level understanding of network and internet technologies • Good understanding and experience in network infrastructure, cabling, switches, routers • Experience of mobile devices in education, for example tablets • Understanding of data protection, safeguarding and confidentiality issues • Deep knowledge and understanding of the school, school policies and procedures, and services to resolve queries and problems

Skills
<p>Planning, organising and controlling skills</p> <ul style="list-style-type: none"> • Work within the school policies and procedures and a defined programme of work to organise, plan and deliver work that is usually completed in the short term • Organise and prioritise own duties in response to changing and/or conflicting demands such as server faults, network failure, printer faults, user requests
<p>Communication and influencing skills</p> <ul style="list-style-type: none"> • Provide a range of information, advice and guidance to teachers, pupils and other staff within defined guidelines, on a range of ICT issues • Build and maintain effective working relationships with colleagues and other agencies as required to ensure the appropriate level of service is provided • Establish and maintain effective and constructive relationships with teachers, pupils and other staff, communicating with them as appropriate to share information and inform them of school ICT issues through daily contacts
<p>Initiative and Innovation skills</p> <p>Work within the school policies and procedures to organise, plan, and deliver work that is usually completed in the short term</p> <p>Use initiative and make decisions to:</p> <ul style="list-style-type: none"> • Identify and resolve technical and complex application compatibility issues • Design and develop websites to meet the needs of the school • Assess suitability and importance of new upgrades/updates and ensure compliance with IT service procedures and guidelines • Assess and monitor network security and report any concerns and/or misuse of computer equipment or network <p>(The above examples are not exhaustive)</p>

Supplementary Information Form

Post Title	School ICT Support – Level Four
Service Area	Various – Community Schools within London Borough of Barnet
Job Ref Number	JE0771
Budget management accountability	<p>Monitor expenditure on ICT systems, contracts, software and hardware</p> <p>May obtain financial quotations for specific requests from teachers and other staff</p>
Staff management accountability	Day to day supervision of less experienced colleagues, allocating and monitoring work, providing technical advice and guidance and ensuring that school ICT procedures are completely correctly
Physical effort	<p>May be required to work in confined and awkward spaces at times</p> <p>May be required to move/ lift ICT and peripheral equipment at times</p>
Working environment	The job is based in an office environment within a school, nursery school, or other learning establishment which are pleasant work environments