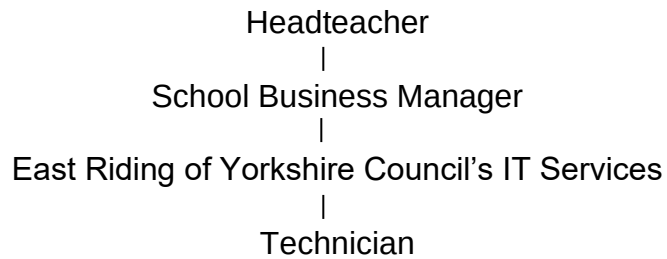




| Job Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                      |
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| <b>ICT Technician</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>ERYC Grade 4b</b> |
| <b>37 hours per week</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>£29,071</b>       |
| <b>Purpose:</b><br>To assist in providing ICT support at Beverley High School to teaching staff, support staff and students under the direction of the Business Manager and East Riding of Yorkshire Council's IT Services. Always ensuring that the school's I.T. hardware and software is maintained and available to all users.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                      |
| <b>Main Tasks:</b> <ul style="list-style-type: none"> <li>• To assist in providing first response support for application software and hardware problem solving. Assist in supporting all aspects of the school's ICT provision.</li> <li>• To set up workstations in required locations ensuring that systems are ready for use and operating correctly.</li> <li>• Respond to helpdesk requests in a timely and effective manner, provide regular status updates and record as required.</li> <li>• Provide technical advice and guidance to staff and pupils as required.</li> <li>• Maintain an up-to-date knowledge of key software packages and systems used within the school and wider developments in ICT.</li> <li>• Assist in the installation and configuration of hardware and software components.</li> <li>• Set up and maintain hardware such as PCs, laptops, Chromebooks, mobile devices and other specialist equipment as required.</li> <li>• Assist in enforcing the school's acceptable use policy, internet and email filtering and firewalls.</li> <li>• Maintain and update ICT Asset.</li> <li>• Perform start and end of day power on/power off routines around the School including checking all mice, keyboards and monitors are functioning correctly.</li> <li>• Provide ICT Support and training to Users within Classrooms, ICT Suites and Offices as required around the School.</li> <li>• Implement safe working practices at all times.</li> <li>• To assist in monitoring our e-safety software and report any concerns to the Safeguarding Lead.</li> <li>• Re-image all Laptops and PCs in ICT Suites, Classrooms and Offices in accordance with the agreed ICT procedures.</li> <li>• Any other tasks commensurate with the role.</li> </ul> |                      |

### Position in School Organisation

**Note:**

**Working Days:** Monday to Friday

**Working Hours:** 8.00am – 4.00pm Monday to Thursday  
8.00am – 3.30pm Friday  
(30 Minutes for lunch)

**Holidays:** The Holiday entitlement is 29 days (33 after 5 years' service) plus bank holidays. Holidays are usually taken during the school holidays. Full-time staff may take up to 5 day' per year during term-time, at the discretion of the Headteacher.

**Pay:** The salary is paid in 12 equal payments, on the last banking day of the month.

**Additional Hours (Overtime):** The school appreciates when staff undertake additional working hours in order to accommodate the needs of the school and/or pupils. These hours will be paid but must be agreed in advance with the Headteacher. It is not usually possible to take time off in lieu.

**Special Leave:** The school has a Special Policy in order to accommodate Compassionate and Family Leave.

**Pay Progression:** Grades 4b start on the appointment rate (£29,071) and after six months usually progress to the main rate (£29,542). New starters to the East Riding of Yorkshire Council are required to undertake a 4-month probationary period.

Updated October 2026