
ICT Technician

Contract: Permanent / All Year Round

Hours: 37 Hours per week starting at 08:30

Salary: Grade 5 £25,583-£26,403 - depending on experience

Closing date for applications: 10am Friday 29th May 2026. Wallingford School may close this vacancy prior to the advertised closing date if a sufficient number of applications are received. An early application is therefore strongly advised.

THE MERCHANT TAYLORS' OXFORDSHIRE ACADEMY TRUST

Merchant Taylors Oxfordshire Academy Trust is a multi-academy trust currently consisting of Wallingford School, Brightwell-cum-Sotwell Primary School and Aylesbury UTC. The schools are successful, popular and are rooted at the heart of their local communities.

We are privileged to carry the Merchant Taylors name and value our relationship with the Company. Their interest, benevolence and engagement with education resonate with our ethos as a Trust.

Our schools are about academic achievement but also personal development and opportunity so that our young people leave us equipped with the skills and experiences which will enable them to thrive. This vision is understood by all members of our school communities and lies at the heart of our ethos.

Our function as a multi-academy trust is to encourage collaboration, innovation and professional development within structures which ensure that our focus is on ensuring that the young people in our educational establishments have the very best possible provision. We work across and within our schools, recognising that the best school-to-school support is deep, embedded and impactful.

Our vision and values are rooted within a belief that every young person is capable of being successful regardless of background, prior attainment or previous school experience.

We believe that schools should serve their local communities and be able to offer the breadth and depth of educational experience which young people deserve in the 21st Century. For us school is about achievement and progress but it is also about supporting our young people to become rounded, well-adjusted young adults ready to lead fulfilling and rewarding lives and to play their part in society.

The approach taken by Merchant Taylors Oxfordshire Academy Trust (MTOAT) is to focus on delivering a high quality of education in a small number of academies. This strategy enables the MTOAT leadership team to place the maximum possible focus on each academy as it joins the MAT and is, we believe, particularly well-suited to helping struggling schools to address the issues they face.

Main Purpose and Object:

RESPONSIBLE TO: DIRECTOR OF ICT

The Senior ICT Technician will be responsible for the day-to-day management of this position, with oversight from the Director of ICT.

Role summary:

Based at Wallingford School, the ICT Technician will assist the Senior ICT Technician in ensuring the efficient operation of the ICT and reprographics services across MTOAT sites that support MTOAT's vision and values, and adhering to Service Level Agreements (SLAs).

Duties:

Operational

- keeping the IT suites and work area tidy
- providing external IT support for Wallingford School other MTOAT sites
- demonstrating the correct use of software and hardware to pupils and staff
- providing technical support for all users
- advising on capabilities of equipment
- liaising with all staff on a regular basis to ascertain ICT support requirements and discuss with Senior ICT Technician
- identifying possible ICT requirements and providing a specification for consideration by the Senior ICT Technician
- installation of hardware, software and upgrades
- performing tests and evaluations on new software and hardware.
- diagnosing, maintaining and resolving faults with PCs, printers and other peripherals
- researching, communicating and documenting diagnostics and resolution.
- updating and following any appropriate documentation
- maintaining an inventory of all software and hardware
- regularly monitoring the support desk for new and open requests and taking appropriate action
- providing hardware and software support for computer workstations
- installations of new computers following documented procedures
- managing the stock of printer consumable and parts
- contacting and liaising with external agencies and/or suppliers as necessary
- completing purchase orders for the MTOAT Director of ICT
- ensuring electrical safety standards are met.
- participating in development interviews and attending any courses identified in development interview
- ensuring that chemicals and hazardous waste materials are stored effectively and disposed of safely
- to assist the Senior ICT Technician in their work as required
- any other appropriate technical duties in consultation with the Senior ICT Technician

General

THE ATTRIBUTES OF THE IDEAL CANDIDATE:

EDUCATION, QUALIFICATIONS AND TRAINING

- Good literacy and numeracy (GCSE Maths & English)

EXPERIENCE

- Proven experience of supporting ICT service delivery in an educational environment.
- Demonstrable experience in working with ICT help-desk operations and resolving escalations.

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent ICT diagnostic skills
- Expert knowledge and proven experience of supporting and deploying current MS Windows desktop operating system, MAC OS and client applications including Microsoft office products.
- working knowledge of current MS Windows server versions, Active Directory, GPO, DHCP, DNS, and of the deployment and support of a client server environment
- Knowledge and previous experience with MS365 cloud services
- Strong team collaboration skills
- Ability to communicate effectively with staff, students and suppliers, building positive relationships
- Effectively provide support to users with varying levels of ICT literacy
- Be able to produce high quality documentation
- Be able to work under pressure and to deadlines, and produce work to the required standards and to agreed timescales

OTHER REQUIREMENTS

- Have a full clean driving license and access to a vehicle.
- Be honest and trustworthy, with a professional attitude and is prompt and punctual.
- Enthusiasm, energy and commitment, with attention to detail
- Ability to work flexibly to meet the requirements of the department

PENSION DETAILS

Please visit www.lgps.org.uk and www.oxfordshire.gov.uk/pensions for details.

TERMS & CONDITIONS

Wallingford Schools Academy employs support staff on the conditions or service contained in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book), the provisions of which allow for a 26-week probationary period for new employees. This can be found through <http://www.oxfordshire.gov.uk/cms/content/schools-conditions-employment-green-book>. <http://schools.oxfordshire.gov.uk/cms/content/contracts-staff>

GENERAL POINTS

You will be able to contribute to the Local Government Superannuation Scheme.

Applicants should be aware that the School operates a non-smoking policy.

Wallingford School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All successful candidates will be subject to a Disclosure and Barring Service Check (previously named as a CRB check) along with other relevant employment checks. Any offer of employment is subject to satisfactory medical, reference and DBS clearance and also The Asylum and Immigration Act ID checks.

We look forward to receiving your application.