



CROFTON SCHOOL

KINDNESS AMBITION DILIGENCE

ICT Support Assistant
37 hours per week - 42 working weeks per year
Salary: Grade C £23,301 - £24,280 (FTE £25,185 - £26,243)

We are seeking to appoint an enthusiastic ICT Support Assistant to join our dedicated and hardworking team. Applicants will need to have a demonstrable understanding of Windows, Microsoft, computer hardware, audio/visual equipment, ICT networks as well as experience in the use of general software packages plus specialist media programs. A basic knowledge of Server 2012 R2 to 2022 together with experience in an educational establishment or similar environment would be desirable, though not essential. Experience of data management is desirable as is a good working knowledge of a range of computer programs.

You should have good interpersonal skills, with the ability to communicate directly with senior management, teaching staff, support staff and students, a willingness to learn, excellent organisational skills, ability to work both in a proactive and reactive manner and the ability to prioritise own workload to meet tight deadlines

Crofton School run both a wired and wireless network, so skills to maintain, develop and improve both systems on an ongoing basis will be essential.

This is an exciting time to join us at Crofton; we are a happy and ambitious school, excited about our journey to become exceptional. We are part of HISP Multi Academy Trust, who believe in building excellent educational environments that inspire and unlock potential in all our school communities. Their ethos is one of sustainable school improvement; and schools joining the trust do so with the aim of improving themselves and each other through the development and embedding of a professional continuum

Crofton School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. References will be taken up for those candidates short-listed for interview. The successful candidate will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

CVs are not accepted. For more information and a downloadable application pack see our website <http://www.croftonschool.co.uk> - click the 'Recruitment' heading under 'Our School'.

A tour of the school for all short-listed candidates is included as part of the interview process.

Closing Date: Noon Monday 27 April 2026. We reserve the right to close this advert before the closing date should we receive sufficient applications.

