

BROOMHILL BANK SCHOOL

JOB DESCRIPTION

JOB TITLE: First Line IT Technician

REPORTING TO: Director of Business, Estates and Communication

SALARY RANGE: KR4 - £21,389.00 - £22,493.00

EFFECTIVE DATE OF JOB DESCRIPTION: Spring 2024

1	JOB PURPOSE AND CONTEXT
	<p>The Post holder has contact, on a daily basis, with teachers, pupils, and support teams.</p> <p>The Post holder is responsible for repairs to all IT equipment, but, when necessary, is responsible for arranging replacements along with external suppliers.</p> <p>The Post holder works within national guidelines such as Health and Safety as well as the school's IT policy.</p>
2	PRINCIPLE ACCOUNTABILITIES SPECIFIC TO ROLE
2.1	Manages computer hardware, software and systems within school and provides technical support to school network to ensure effective IT provision to school for both curriculum and administrative purposes.
2.2	Identifies and installs hardware and software to develop school systems in line with changing technology.
2.3	Assists staff training in new software applications on an "as required" basis to ensure staff are able to maximise IT resources.
2.4	Ability to create and maintain records for maintenance and support requests, and the associated resolutions to identify common issues or trends within IT to minimise the reoccurrence of issues, through training and/or preventative maintenance.
2.5	Assists in the resolution of network problems, maintains and repairs hardware and software to enable the smooth running of all school IT systems.
2.6	Ability to develop, maintain, and review IT services and systems to ensure that they are secure, reliable, performant, and suitable for use within the school, including the maintenance and storage of asset and configuration data.
2.7	To work alongside staff and pupils in order to support learning activities
2.8	To assist in maintenance of IT equipment.
2.9	To ensure the IT equipment in the school is securely stored.
3.0	Repair of IT equipment including laptops. Understanding and knowledge required to identify fault and problem solve.
3.1	To fully comply with the General Data Protection Regulations 2018 and the Data Protection Act 2018.

3	STANDARDS AND QUALITY ASSURANCE
3.1	Support the aims and ethos of the school.
3.2	Set a good example in terms of presentation, punctuality and attendance and behaviour.
3.3	Attend and participate in 'special' school events and student performances.
3.4	Actively uphold the school's Policies and Procedures
3.5	Participate in staff training with commitment to own Continuous Professional Development and enthusiastic participation in leadership training activities.
3.6	Attend team and other school meetings.
3.7	Develop links and collaborate with other key stakeholders including Governors, the Local Authority, other schools and the local community. Development of BBS North and West relations by encouraging staff from both schools to cooperate in whole school activities/events.
4	OTHER DUTIES AND RESPONSIBILITIES
4.1	Responsible via coaching, mentoring and Appraisal for own practice and continuing professional development; identifying training and development needs in line with school policy and maintaining a CPD portfolio reflecting personal and professional achievements.
4.2	Share in the corporate responsibility for the well-being and discipline of all students and staff.
4.3	Visibly support and uphold the school policies.
4.4	Work within the policies, codes of practice and legislation relating to the school, reporting any concerns to the relevant person.
4.5	General involvement in the efficient day-to-day running of the school's IT system.
4.6	Carry out any other duties as may reasonably be requested by the Executive Headteacher or Governing Body.

Broomhill Bank School is committed to safeguarding and promoting the welfare of children and young people. Posts are subject to Enhanced Disclosure applications to the Disclosure and Barring Service (DBS), verification of candidates' right to work in the UK and other pre-employment checks as outlined in Keeping Children Safe in Education (2023). Shortlisted candidates will be subject to online searches as part of our recruitment process. We value diversity and promote equality for all.