



EASTCHURCH PRIMARY SCHOOL IT TECHNICIAN JOB DESCRIPTION

Grade: Kent Range 6

Responsible to: School Business Manager

Primary Purpose of the role

- To work with the Headteacher in creating, inspiring and embodying the Christian ethos and Culture of this Church school, securing its Mission Statement and ensuring an environment for teaching and learning that empowers pupils to achieve their highest potential.
- To Support IT facilities within the school and manage IT maintenance contracts with other schools

Responsibilities:

- To manage computer hardware, software and systems within school and provide technical support to school network to ensure effective IT provision to school for both curriculum and administrative purposes
- Manage the contacts, work and budgets associated with maintenance contracts for other school's IT systems to generate income for school
- Monitors budget and advise SBM on purchase of appropriate equipment ensuring school requirements are met and best use of resources
- Provide advice to SLT and staff on purchase of appropriate equipment to meet identified needs
- Construct and install hardware and software to develop school systems in line with changing technology
- Train staff in new software applications on an "as required" basis to ensure staff are able to maximise IT resources
- Assist in the resolution of network problems, maintains and repairs hardware and software to enable the smooth running of all school IT systems
- Assists SBM in maintaining Internet proxy server and the installation of appropriate protocols to ensure compatibility between stations and proxy server
- Carry out audits of internet usage, add filters where necessary and report as appropriate in line with school policy.
- Work closely with outside agencies and companies, as required to ensure the effective running of the school's IT provision
- To work closely with curriculum leaders to plan the curriculum and ensure that the school's resources meet the curriculum needs
- Maintain and develop school website to ensure it reflects both the aims and ethos of the school; ensuring compliance with statutory requirements
- Attend training as required

Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

To undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the School Business Manager or Headteacher.

Person Specification

	Essential	Desirable
Qualifications	<p>Level 2 Diploma (or equivalent) and proficient technical, practical and computer skills</p> <p>Good general level of education including competence in literacy and numeracy</p>	
Training & Experience	<p>Previous experience of similar work</p> <p>Experience in the use of software and hardware used by the school.</p>	<p>Experience of working within a primary school</p> <p>DSL Training</p> <p>Previous experience of leading on Internet Safety</p>
Skills, Abilities & Knowledge	<p>Assembly, disassembly and cleaning of equipment</p> <p>Ability to exchange of information both verbally and in writing with staff and suppliers</p> <p>Ability to repair equipment as required.</p> <p>Understanding of GDPR requirements within school context</p> <p>Thorough understanding of Health and Safety procedures especially as they relate to work in a school context</p> <p>Knowledge of appropriate use of relevant equipment, hardware and software configurations</p> <p>Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.</p> <p>Up to date knowledge of current developments etc.</p>	
Personal Qualities	<p>Highly developed interpersonal skills and ability to establish good working relationships with pupils and staff</p> <p>Enthusiasm and commitment for working with children</p> <p>Regard for Confidentiality & sensitive nature of work</p>	<p>Understanding of promoting positive relationships within the wider school community</p>

	<p>Excellent administrative and organisational skills, including attention to details and ability to perform under pressure</p> <p>Ability to work on own initiative or as part of a team, covering other staff if needed</p> <p>Willingness to constructively challenge the work of self and others to continually improve own and team performance</p> <p>An understanding of child protection and safeguarding in relation to children and adults in educational establishments</p>	
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