**BOWER GROVE SCHOOL**

**JOB DESCRIPTION**

**Name:**

**Post Held:** IT Media and Content Technician

**Line Manager:** IT Manager

**Pay Range:**

**Hours of Work:** Mon – Thurs 8am – 4pm, Friday 8am – 3.30pm. 37 hours per week. Term time only

**Purpose of the Job:** To ensure the school’s digital platforms are kept up to date, and to provide academic staff with material that will assist in teaching and learning.

**Duties and Responsibilities:**

To include but not restricted to:-

* Maintenance of the school website, intranet, social media sites and digital signage.
* Production of electronic resources to assist with Teaching and Learning
* Recording and Editing of videos for school events.
* Liaise with Admin staff regarding the production of school date for the school calendar, newsletter etc
* Develop and manage multimedia content eg videos and photos
* Ensure media content is stored in compliance with GDPR
* Ensure only photos with permissions are used on platforms viewed externally
* Ensure images and events are tagged and archived properly
* Work closely with the IT Manager to provide support across the school
* Monitor Securus
* To read and keep informed of school policies and documentation together with relevant updates.
* To undertake on-site and off-site training and development as required.
* Undertake Team Teach training to support behaviour management throughout the school and be competent to use de-escalation and physical intervention should a situation arise.

This job description describes in general terms the normal duties which the post holder will be expected to undertake. However, the job description or the duties contained therein may vary or be amended from time to time without changing the level of responsibility associated with this post.

Signed: …………………………………………………………………….. Date: ……………………………………………

Signed: ………………….. Date: …………………………………………….

 *(Head Teacher)*