|  |  |  |
| --- | --- | --- |
| **C:\Documents and Settings\Headteacher\My Documents\My Pictures\Microsoft Clip Organizer\j0365520.wmf**  **Bodsham Church of England**  **Primary School** | ***Federation***  ***of*** | **Saltwood Church of England**  **Primary School** |

**Job Description – Federation IT Technician**

16 hours per week, Term Time only + 2 weeks

Pay Range: Kent Range 5 (£19,335 - £20,483) pro rata

Responsible to: School Business Manager & Head Teacher

**Purpose of the job**

* Overall responsibility for the ICT networks. Develop and implement the school’s ICT and service provision including managing all aspects of ICT Technical support in the school.

|  |  |
| --- | --- |
| **Key duties and responsibilities** | * Responsible for ICT Network across the Federation * Work within guidelines for health & safety, child protection and GDPR * Monitor both school’s ICT budget and advise Business Manager of appropriate equipment ensuring value for money |
| IT Support | * Maintain comprehensive database of support requests * Provide technical support to staff and pupils * Liaise with consultants/contractors/suppliers of new or defective software/hardware as appropriate * Ensure internet and all software is available as a teaching tool * Liaise with Cantium to ensure to ensure Admin & Curriculum servers are kept working at full capacity * Guide and support Federation through O365 migration * Train and support staff in new software applications on an “as and when required” basis to maximise IT resources * Assist in resolution of network and internet problems and maintaining software & hardware * Provide assistance with school iPads |
| IT Admin | * Create and manage all network user accounts and audit as required * Procure ICT equipment on behalf of both schools * Monitor and repair and defective equipment to guarantee availability * Manage and maintain the asset register * Maintain both school’s website and security * Maintain users and permissions for SIMS database |
| Network/Security | * Ensure data stored on the system is current and old data archived * Monitor security of data on networks & computer systems * Maintain a software library & ensure that systems are in place to backup data * Organise and schedule upgrades & maintenance ensuring minimal disruption to teaching & learning * Manage school CCTV systems |

**Person Specification**

|  |  |  |
| --- | --- | --- |
|  |  | Essential/Desirable |
| Qualifications | * 5+ GCSEs A\*-C including English and Maths * Higher level qualification in a relevant subject | Essential  Desirable |
| Experience | * Experience of ICT support over a wide range of hardware and software including SIMS.net * Experience in a similar role within an educational environment. * Experience of supporting audio visual and other classroom technologies. * Experience of installing software and hardware to pre-defined requirements. | Essential  Desirable  Desirable  Desirable |
| Knowledge and Skills | * Underpinning knowledge to support the experience requirements above. * Microsoft Office 2016 support and deployment. * Knowledge of networks and computer systems and troubleshooting techniques. * Excellent customer service and interpersonal skills. * High level of literacy and numeracy. * Excellent problem solving and ICT support skills. * Ability to manage own time. * Excellent organisational skills with the ability to work to tight deadlines. * The ability to deal with competing demands and priorities. * The ability to work within the Federation policies, procedures and expectations. * Knowledge of security software and systems. * Understanding of Health & Safety and other application regulations and their application. * Knowledge of data protection regulations and implications. * Knowledge of how ICT is used to support teaching and learning. * Windows 10 support and deployment. | Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Desirable  Desirable  Desirable  Desirable  Desirable |
| Personal and Professional Qualities | * An understanding of the importance of good relationships with all stakeholders, and the ability to liaise confidently and productively with everyone outside the Federation. * The ability to work under direction and independently and to use initiative but within the ethos of the Federation. * A positive ‘can do’ attitude. * To be self-motivated. * Committed to high standards with a good eye for detail. * To have a flexible approach to work. * To embrace change positively and work to further improve practices and systems. * A commitment to follow the Federation expectations with regards to professional behaviours. * A commitment to being a role model for staff and students in relation to overall conduct including dress code, attendance and timekeeping. * Reliable, honest and trustworthy. * To be committed to safeguarding and promoting the welfare of children and young people and follow the safeguarding policy. | Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential |