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| **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.

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| **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
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| 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
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| 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
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| 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
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**Person Specification**

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|  |  | Essential/Desirable |
| Qualifications | * 5+ GCSEs A\*-C including English and Maths
* Higher level qualification in a relevant subject
 | EssentialDesirable |
| 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.
 | EssentialDesirableDesirableDesirable |
| 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.
 | EssentialEssentialEssentialEssentialEssentialEssentialEssentialEssentialEssentialEssentialDesirableDesirableDesirableDesirableDesirable |
| 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.
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