

Job Description		
Role Title	Typically reports to	
ICT Technical Coordinator	Deputy Headteacher	
JE Code	Grade	Date of profile
D167	8	13/10/17
Purpose of the role (job statement)		
Technical management of the school's curriculum and administration networks including contributing at a strategic level towards ICT development and implementation.		
Main Duties:-		
<p>Provide technical solutions for the data and network administration systems</p> <ol style="list-style-type: none"> 1. Co-ordinate the effective running of the vanilla network with our ICT partner to ensure all staff and students have minimal disruption to their learning. 2. Plan, operate and maintain system for maintenance and upgrade of systems, services and the school network 3. Update, backup and monitor our SIMS database to ensure the school can run efficiently. Provide solutions to any problems that occur, through close effective contact with our partners which currently include Capita, Computeam and the Local Authority. 4. Update and backup key software to allow the school to safeguard effectively. This includes the CCTV system, the BMS temperature control and the student on site app. Co-ordinate any troubleshooting with relevant partners. 5. Deploy, update and maintain appropriate software to allow students learning to be facilitated in lessons. Maintain close contact with any software providers to ensure we update systems regularly. 6. Liaise with teachers and staff to provide advice and support regarding future ICT developments that could positively impact upon teaching and learning. 7. Plan, operate and maintain system for backups, disaster contingencies, routine maintenance and upgrade of all systems and service servers 8. Plan, operate and maintain systems for user accounts and logins on all systems/services. 9. Manage the Spiceworks Service Desk system and allocate tasks accordingly. 10. Identify, plan and cost all future developments and upgrades to the school's ICT infrastructure at the direction Senior colleagues. 11. Keep an up to date audit of all aspects of hardware and software to enable a strategic replacement process for all hardware and software. 12. Ensure all data protection related ICT matters are current and meet the requirements of the Act 13. Plan and carry out repairs and maintenance of ICT hardware 14. Planning and installation of new computer and network hardware as required 15. Planning and installation of computer software and licensing as required 16. Plan and manage internet filtering and any security/safety associated installations 17. Be an integral part of planning and management of the ICT budget. 18. Communicate effectively with students and staff to understand their requirements and provide effective solutions. 19. Attend specialist CPD training sessions to develop skills to be effective in school. 		

Integrated data systems – (develop / maintain / manage)

1. Account Provision Management - ensure appropriate access for all users
2. Staff/student email systems.
3. Carry out training as required in the use of systems.
4. Integration with other internal systems e.g. Local Authority and Capita.
5. Ensure security of information and users

Organisation

1. Plan, develop, design, organise and monitor support systems, procedures, policies relating to ICT
2. Liaise between managers, teaching staff and ICT support.
3. Line management of the ICT apprentice/trainee including appraisal, induction, training and mentoring.
4. Oversee daily workload tasks
5. Co-ordinate ICT support to any after school evenings which involve large presentations.

Responsibilities:-

Responsibilities

- Commit to provide an outstanding teaching and learning environment through ICT support and provision.
- Work independently and use own initiative to improve the service.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and General Data Protection Regulation (GDPR), reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required
- To undertake other duties and responsibilities that can be reasonably expected of and are relevant to the level and nature of the post.
- Contribute to the overall ethos/work/aims of the school by providing an optimistic approach to troubleshooting.
- The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis. be aware of, and comply with, policies and procedures relating to child protection, health, safety and security.

Person Specification – ICT and Technical L4 D167

Area	Criteria Requirement - E = Essential - D= Desirable Assessment by Application =A Interview process = I	R	A
Skills Knowledge Aptitudes	<ul style="list-style-type: none"> • Technical expertise regarding the running, updating and troubleshooting of a vanilla network • Hardware expertise including adjustments, upgrades and installations • Software expertise including installation, updates and new products which will improve provision • At least an awareness of the SIMS database or a commitment to attend appropriate CPD • Effective use of ICT to support learning • Use of specialist equipment/resources • Full working knowledge of relevant policies/codes of practice/legislation • Ability to organize, lead and motivate a team • Ability to self-evaluate learning needs and actively seek learning opportunities • Ability to relate well to children and adults • Effective communication to problem solve with partners remotely, via the phone and in person 	E E E E E E E E E E E E	A I A I A I A I A I A I A I A I A I A I A I A I
Qualifications and Training	<ul style="list-style-type: none"> • Current GCSE in English and Maths or equivalent <u>and</u> NVQ level 4 or degree equivalent in relevant discipline/job role • Comply with Health and Safety Legislation • Specific training in specialist area 	E E E	A I A I A I
Experience	<ul style="list-style-type: none"> • Experience working in a large public sector organisation 	D	A I
Disposition	<ul style="list-style-type: none"> • Optimistic • Commitment to CPD • Reliable • Friendly and helpful attitude towards others • The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the Governing Body • To uphold the school's policy in respect of child protection matters • This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder • All staff members participate in the school's performance management /appraisal scheme. 	E E E E E E E E	A I A I A I A I A I A I A I A I



Conditions of Service
National Joint Council

Signature of post holder

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Date / /

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Signature of headteacher

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Date / /

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This school is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an Enhanced disclosure from the Disclosure & Barring Service.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This document must not be altered once it has been signed but will be reviewed annually.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.