JOHN BRAMSTON PRIMARY SCHOOL

NEWCASTLE AVENUE, HAINAULT, ESSEX, IG6 3EE
Headteacher: Mrs Melanie Dye - B.A. Hons, B.A. in Ed., NPQH
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'You can achieve if you believe...'

Job Description: ICT Technician / Administrator

Job Title: ICT Technician / Administrator
Hours: 32.5 hours
Grade: LBR 5. Spinal points 22-25 (Dependent upon experience LBR 6)
Responsible to: Headteacher

Report to: Computing Teacher and School Business Manager

Job Summary: To provide specialist support in IT across the school, including preparation and maintenance of IT infrastructure and support to staff and pupils. To manage the school's network and website and to ensure a high standard of IT learning facilities are available at all times. Support for School Admin Office.

DUTIES

Network/Systems Infrastructure and Maintenance

1.   To manage and provide an IT technical support and advice service to administrative and curriculum areas as required across the school.

2.   To manage the performance and monitor IT infrastructure and perform advanced diagnosis and resolution of all network and hardware faults. Supporting current systems such as Assessment (Target Tracker), Inventry Visitor software, MLE Fronter/Its' Learning.

3.   Working alongside our outstanding IT Lead teacher, be responsible for creating/maintaining staff network, email and MLE accounts. Ensuring that the correct network permissions are in place for users.

4.   Develop hardware, software and the network solutions throughout the school, to meet curriculum and administrative needs.

5.   Responsible for regular maintenance programme and resolving failures in hardware and software, checking for quality/safety and ensuring appropriate "housekeeping" tasks are implemented.

6.   Responsible for IT hardware auditing/inventory and the logging/organising of and ensuring that all IT equipment are security tagged.

7.   To oversee all aspects of the school's network and school Website provision to staff and students.

8.   Responsible for the backup systems and disaster recovery protocols.

9.   To work within the frames of General Data Protection Regulations and be responsible for storing and securing highly sensitive data on the curriculum and administrative network.

10. Take responsibility of all areas of IT security and compliance within the curriculum and administrative network. Co-ordinate a plan for security updates and informing staff of critical updates.

Supervision and Management

11. To identify, co-lead, manage and support the development of new IT systems, networks, equipment and applications for the school to ensure the curricular and management needs of the school will continually be met.

12. To assist with strategic business and financial planning to ensure that the IT service meets the School's strategic vision and needs, including accountability for the IT budgets.

13. Manage the school's stock of ICT consumables (printer toner, secure USB keys, reserved items of hardware, etc.)

14. To assist with the management of IT developments throughout the school.

15. To assist with identifying, planning, ordering and costing all future developments and upgrades to the schools IT infrastructure including software.

16. To lead the management and securement of IT hardware/ software and supplier relations.

17. To be the main point of contact within the school for external IT service companies and overseeing agreed work which is to be carried out.

18. To assist in the procurement of quotes from interested companies when a new phase of network development is proposed.

19. Working with the IT Teacher; develop, implement and monitor the schools practices for GDPR, internet use, e-mail, security and IT resource management, including the annual completion of the staff acceptable user agreement.

Teacher & Curriculum Support

20. Provide support and guidance to staff in the use of IT regular systems: Microsoft 10, Target Tracker, school software.

21. Ensure timely and accurate design, preparation and use of specialist equipment, resources and materials.

22. Contribute to planning, development and organisation of systems/procedures/policies in relation to IT.

23. Promote and ensure the health and safety and good behaviour of pupils at all times.

24. Be aware of and support difference and ensure pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of and a commitment to equal opportunities and diversity.

25. Support training staff on a wide range of software and hardware used within the school.

26. Run small intervention groups with identified pupils.

27. Assist and manage the after school clubs such as Digital Leaders etc.

28. To be fully versed in the latest IT developments in education and to advise upon their suitability

General Requirements / Administrator

29. Ensure the preparation and maintenance of documentation, manuals and user notes.

30. To assist in producing audits and reports on IT use and costs to demonstrate best value in provision of products and services.

31. Be responsible for maintaining records, reporting data breaches (both hardware and software), and producing analysis and reports as required.

32. To implement and manage the loaning of all school equipment to ensure that audit software is up to date and that equipment loans identify ownership and responsibility of all loaned items.

33. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.

34.	Take part in the school's performance management system.

35.	Create and maintain a purposeful, orderly and productive working environment.

36.	Strong commitment to furthering equalities in both service delivery and employment practice.

37.	Attend and participate in relevant meetings (inset), training and other staff learning activities.

38.	Assist with setting up and packing away IT required equipment school events, including some out of hours work.

39.	Support school office practice as deemed necessary.

Responsibilities

40.	Promote the school vision and aims and objectives as outlined in the School Development Plan.

41.	Promote and safeguard the welfare of children that you are responsible for or come into contact with. Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and GDPR. Reporting all concerns to an appropriate person.

42.	Be aware of and support difference and ensure equal opportunities for all.

43.	Undertake professional development activities to enhance personal development and job performance, through provision of training or mentoring.

44.	Attend relevant school meetings, as well as any other meetings associated with this role.

E-Safety

45.	To support school in e-safety, keeping records up-to-date for: 'Acceptable Use', Safety Training etc.

Additional requirements

To have an impact on and support the wider school community by attending out of school hours functions and events such as school concerts and Parent Association events which include the summer fete.

The duties and responsibilities of the post may vary from time to time according to the changing needs of the school. The areas of responsibility in the job description may be reviewed at the discretion of the Headteacher in the light of those changing requirements and in consultation with the post holder and governing body.

The above duties are neither exclusive nor exhaustive and the IT support technician may be required by the Headteacher to carry out other appropriate duties within the grading level of the post and the competence of the post holder.