Name	
Job title	Admin Welfare IT Technician
Salary Scale	Scale – LBR 3, Point 5-6
Responsible to	Head Teacher
Line managed by	School Business Leader
	Term time plus 1 week at beginning and end of summer holidays non-negotiable 8.30a.m. – 4.00p.m. 5 days a week plus first day of each holiday period (Totalling 5 days a year). 47.26 weeks a year

PURPOSE OF ROLE

- Under the guidance of senior staff: be responsible for undertaking administrative, welfare and IT organisational processes within the school as directed by SLT.
- To be a member of a team of adults responsible for the education and care of the children in the school.
- To be involved in contributing to the teaching and learning programme in line with the school's Mission Statement and the aims and objectives of the school.
- To share in the corporate responsibility for the well-being and discipline of all pupils.
- To maintain and update the Website and ensure it is compliant

MAJOR DUTIES AND RESPONSIBILITIES

Admin Welfare IT Technician

- Deal with reception/visitor matters as required.
- Cover front desk when required.
- Contribute to the planning, development and organisation of IT support service systems/procedures/policies.
- Manage manual and computerised record/information systems.
- Undertake typing and word-processing and IT based tasks.
- Provide personal, administrative and organisational support to the SLMT.
- Operate relevant equipment (photocopier)/complex ICT packages in order to do reprographics.
- Assist with marketing and promotion of the school.
- Supervise at lunchtimes when needed.
- Keep pupils records updated.
- Update after school clubs, record and monitor attendance and payments.
- Send out emails and texts via the app and messaging system
- Collate data and run school census
- Keep the inventory updated and ensure it is signed by the Headteacher.
- To support members of staff and pupils in the use of computers and software.
- To regularly check, set up and maintain computers.
- To install software and rep-prepared templates as requested.
- To maintain the computer suite and Research Base in a clean and tidy condition.
- Diagnose and rectify on the system or arrange for defective equipment to be repaired or contact IT Department for repairs when necessary and keep an accurate record of machines off site for repair and arranging engineer where necessary
- To maintain good stock of all IT consumables.

- To issue all consumable orders and keep an accurate record of all IT finances in partnership with the School Business Leader.
- To supervise software.
- To keep antivirus software up to date..

Recording Information
- To log tasks to inform the School Business Leader weekly.
- To maintain an up to date and accurate record of school computer hardware, software and other resources.
- To keep a book of techniques to solve problems.
- To have a sound working knowledge and experience of computers in general and willingness to work with WebFronter, LGFL, Windows 7, RM Integris and Microsoft Office – Word, Excel, PowerPoint, Publisher and Outlook and Adobe Photoshop, Atomwide, Windows Moviemaker
- Maintain existing computer systems
- Trouble shooting problems
- Updating virus software
- Maintenance on system
- Ensure that all equipment is in good working order, in accordance with the provision of the Health and Safety at Work Act.
- To contact companies and liaise with Headteacher, School Business Leader and representatives to present best value to meet the school and Government requirements regarding the purchase of computer hardware.
- To install new computer systems and networks as required.
- Familiarise staff with the technology and software available through staff meetings and class based individual support.
- To organise and deliver training on new software to staff when required.
- Advise members of staff in their selection of suitable material appropriate to the needs and abilities of their children.
- To be flexible and to be prepared to learn and introduce new and unfamiliar software.
- To undertake training to keep pace with technical advances.
- Represent the school at technician forums.

General
- To keep up to date with developments in IT / Programming / Computing.
- To undertake any other duties consistent with the purpose and grade of the post and take an active role in supporting staff and pupils and contribute to the school's requirements on a daily basis.
- The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other duties as may be required by the Line Manager that are broadly within the grading level of the post and the competence of the post holder.

RESPONSIBILITIES

This job description will be reviewed annually as part of the performance management review process, or more frequently if necessary. It may be amended at any time after consultation with the Headteacher and post holder.

Signed: Date: