



Ray Lodge Primary School

Striving for excellence...

JOB DESCRIPTION – ADVANCED COMPUTING TECHNICIAN

Job Title: Advanced Computing Technician

Salary Scale: Dependent on experience and current salary

Responsible to: Chief Executive Officer/Head of School

Line Managed by: Business Manager

Job Summary:

Management of all computing activities, preparation and maintenance of Computing resources and support to staff and pupils. To manage the school's network and to ensure a high standard of IT learning facilities are available at all times. Provide advice and guidance to the Head of Subject Area to meet the current and future needs of the subject area. Be compliant with the requirements detailed in Keeping Children Safe in Education and the Department of Education's document Teaching Online Safety in Schools.

Main Responsibilities

1. Ensure the provision of adequate and timely hardware and software support for all staff and students.
2. Responsible for problem resolution within computing, troubleshooting where necessary and providing in-house training.
3. Manage and develop the computing facilities, managing backup systems and internal network to meet the changing demands placed upon them and ensure best use is made of current technology.
4. Provide technical and specialist advice to staff on the suitability and use of hardware and software required to assist with their teaching.
5. Produce documentation for senior leadership to allow them to make informed decisions and full use of systems.
6. To identify, 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.
7. 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 budget.
8. To assist with the management of IT developments throughout the school.
9. To assist with identifying, planning, ordering and costing all future developments and upgrades to the schools IT infrastructure.
10. To lead the management and securement of IT hardware and software supplier relations.

11. 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.
12. To assist in the procurement of quotes from interested companies when a new phase of network development is proposed.
13. Develop, implement and monitor the schools practices for data protection, internet use, e-mail, security and IT resource management.

Pupil/Teacher/Curriculum Support

14. Provide support and guidance to pupils and staff in the use of IT.
15. Ensure timely and accurate design, preparation and use of specialist equipment, resources and materials.
16. Assist teachers with IT learning activities.
17. To be fully versed in the latest IT developments in education and to advice upon their suitability.
18. Train staff on a wide range of software and hardware used within the school.

General Requirements

19. To oversee the administration and maintenance of the school's MLE (Fronter), supplying training to staff.
20. To oversee the maintenance of the school website.
21. Ensure the preparation and maintenance of documentation, manuals and user notes.
22. Produce audits and reports on IT use and costs to demonstrate best value in provision of products and services.
23. Be responsible for maintaining records, information and data, producing analysis and report as required.
24. Establish constructive relationships and communicate with other agencies/ professionals, in liaison with the teacher, to support achievement and progress of pupils.
25. Take part in the school's performance management system.
26. Create and maintain a purposeful, orderly and productive working environment.
27. Strong commitment to furthering equalities in both service delivery and employment practice.
28. Attend and participate in relevant meetings, training and other staff learning activities.

Responsibilities

29. Promote the school vision and aims and objectives as outlined in the School Development Plan.
30. 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 data protection. Reporting all concerns to an appropriate person.
31. Be aware of and support difference and ensure equal opportunities for all.
32. Undertake professional development activities to enhance personal development and job performance, through provision of training or mentoring.
33. Attend relevant school meetings, as well as any other meetings associated with this role.