Education IT/Reprographics Team

JOB TITLE: IT Technician
REPORTS TO: Network Coordinator
BAND: Pay Band 5
SUPERVISES: IT Team under direction of the Network Coordinator

JOB PURPOSE:

To assist the Network Coordinator in the running of the school network.

To enable pupils' access to learning by providing technical advice and support in the practical and technical aspects of IT by preparing, maintaining and organising equipment and materials.

To work with pupils as directed by the teacher, supporting safe and sensible behaviour.

To provide technical advice and support to staff.

Work under own initiative to ensure workload is prioritised and effectively completed.

KEY ACCOUNTABILITIES

To promote actively the School's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place.

To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery.

To comply fully with the Health and safety at Work Act 1974 etc, the school's Health and Safety

Policy and all locally agreed safe methods of work.

At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above.

To work with colleagues to achieve service plan objectives and targets.

To participate in Employee Development schemes and Appraisal (Performance Management) and contribute to the identification of own team development needs.

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Trust/ School Safeguarding Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Designated Safeguarding Lead so that a referral can be made accordingly to the relevant third party services.

PRINCIPAL RESPONSIBILITIES/DUTIES

- To assist the Network Coordinator with network administration, hardware and software provision, software licences and essential internet security that protects children and staff
- To manage requests for technical equipment and resources to support learning, developing a systematic safe approach to using equipment to support key stages of the curriculum.
- Ensure network and other related documentation is kept updated.
- To support training for all staff at the school and support staff in the effective use of IT Equipment
- To maintain equipment, including computer hardware installations; maintain peripherals, scanners, printers, IT furniture, undertake repairs and modifications, commissioning other companies to undertake such as required
- Compile orders for equipment and liaise and negotiate with suppliers to source, cost and maintain school technical supplies.
- To contribute to the regular update of antiviral and security software and other system updates and packages required
- To provide an overview of IT provision to new pupils as part of their induction programme
- To deliver IT support and learning for pupils in designated IT areas.
- Manage and implement strategies agreed by the management team causing as little disruption as possible to the learning environments and other operations within the school during periods of change, and activities that change the infrastructures.
- To update the school's intranet and make online curriculum resources available to staff
- To prepare, assemble, set up and clear away computer equipment with appropriate software and peripherals for practical classes/examinations/assessments
- To support development of new technology in schools
- To identify the cause of faults and undertake basic repairs
- To maintain adequate data security, including regular password updates
- Ensure that ergonomic and VDU workstation assessments have been conducted, recording information.
- Ensure adequate risk assessments are carried out for computer network activities and lessons requiring the use of technical equipment. Conduct safety checks on equipment and services.
- To respond to actual or potential hazardous situations to prevent harm to pupils, staff or others
- To lock up the network and stores and secure equipment when not in use
- To demonstrate the correct and safe use of equipment to pupils and teachers
- To provide technical advice and assistance to teaching staff and pupils
- To support the delivery of training sessions for staff
- To ensure that the behaviour of pupils in designated practical / experimental areas is appropriate and conducive to safe working and operation of equipment and is conducive to effective learning
- To assist in planning of layout of facilities and give advice on specialised requirements in furniture, fittings and services
- To be involved in extra-curricular activities (e.g. IT clubs, activities week, open days,

presentation evenings)

- To monitor any problems and difficulties, reporting these to the Network Coordinator
- To report pupil and school issues in line with the school's policies for health and safety, child protection and behaviour management
- To attend staff and group meetings and training sessions as required

MISCELLANEOUS

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually and may be subject to modification or amendment after discussion.

You will be based predominantly at Springfield School. However, as you will be appointed to The De Curci Trust you may be required to work in any of The De Curci Trust's academies or in any of the schools/academies that the Trust is supporting as reasonably directed by the CEO.

The ability to travel independently between DCT academies/schools is therefore a requirement of this post.