



# **Job Description & Person Specification**

ICT/Media Co-ordinator



Job Description	
Job Title:	ICT/Media Co-ordinator
Pay Grade / Scale / Range:	Scale 6 - SCP 18-22
Benefits & Perks:	Occupational Pension Scheme, occupational sickness scheme, TOIL scheme, occupational health scheme
Working hours:	<b>36 hours 40 minutes per week</b> Monday to Friday based on 8am – 4pm Full year
Location:	You may be required to work at any site of the New Bridge Group
Special circumstances:	Some out-of-hours working required at busy times.
Staff responsible to:	Head of Site & Chief Information Officer
Staff responsible for:	None
Accountable to:	Chief Executive Officer
Probationary period:	26 weeks for new staff to the organisation



# ICT Media Co-ordinator

## Purpose of the post

To assist in the maintenance and management of both hardware and software used by staff and students across all sites.

To will support the integration and effective use of ICT within the school by ensuring all equipment is properly set up for lessons and educational activities.

To collaborate with teaching staff to design and format educational materials and resources. In addition, this position will focus on media management, promoting the safe and efficient use of IT for both staff and students, and ensuring the school's 3-year IT plan is sustainable and forward-thinking.

## KEY TASKS

### Technical ICT Support

1. Assist with the secure and safe set up/installation of new equipment, software, hardware, peripherals, upgrades and components. Mark equipment, hardware and peripherals with security codes as necessary.
2. Set up equipment such as laptops, iPad, interactive screens, sound systems and other specialist ICT equipment, ensuring that systems are ready for use and operating correctly.
3. Provide information and assistance for teachers, pupils and other members of staff on the basic use and setting up of computer equipment, software and procedures.
4. Work to and give information to others on the ICT acceptable use and e-Safeguarding policies.
5. To work as part of the ICT helpdesk, dealing with support enquiries in a timely manner and escalating immediately when required.

### Server and network support

1. Maintain standard network cabling.
2. Perform basic diagnostic and recovery routines on network equipment.
3. Follow detailed instructions to configure network clients including allocating required software and connecting to the correct server.
4. Maintain user accounts and permissions within Active Directory.
5. Implement disc space and printer quota policies.
6. Perform checks to ensure that broadband connectivity is maintained.



## Maintenance

1. Undertake maintenance tasks and duties according to a defined schedule.
2. Develop and maintain the school's intranet and internal systems by uploading pages and files.
3. Support the school in the use of MIS systems and data transfer.
4. Assist with the diagnosis and resolution of basic PC, printer, peripheral & software faults, including maintenance of software applications.
5. Carry out any basic disc management on file servers and workstations, restoring data as necessary and operating specific back-up procedures.
6. Assist with the implementation and maintenance of electronic mail accounts.
7. Ensure that basic safety and security checks are carried out and escalate problems to the appropriate person, as per the relevant procedure.
8. Take an active role in the setup, configuration and deployment of iPads and mobile devices across all of our sites using centrally managed Apple hardware and software.
9. Create and update images in preparation for deployment over the network.

## Administration

1. Assist with the production of material and equipment required for teaching as requested, including photocopying, printing, downloading of material, work sheets and help sheets.
2. Complete straightforward paperwork associated with the role. This could involve inputting onto associated databases.
3. Assist in the maintenance of an up-to-date inventory of ICT software & licences in school.
4. Follow an efficient system for stocking, storing and distributing items used in the Department/School.
5. Receive and check deliveries and associated invoices, notify the appropriate person of any discrepancies.
6. Record loans of ICT equipment. Replace consumables and monitor usage in ICT areas.
7. Keep up to date records of Apps purchased for the iPads in accordance with Apple Volume Purchase Programme.



### **Media management & sustainability plans**

1. Develop and support the strategic vision of growth of Social Media to increase engagement with all stakeholders.
2. To work in partnership with curriculum co-ordinators to further integrate technology into schemes of work i.e. Podcasts.
3. Plan and review a 3-year schedule to ensure the staff and students have the equipment needed to perform their duties working alongside the Business manager.
4. Support the SLT with Apple school development, engaging in regular meetings.
5. Manage and co-ordinate the security equipment, review any areas of concern and report to SLT. Send any CCTV information to Safeguarding and HOS ensuring the recording process are followed inline with data protection.

### **Other Duties**

1. To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
2. To uphold and promote the values and the ethos of the New Bridge Group.
3. To implement and uphold the policies, procedures and codes of practice of the New Bridge Group, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
4. To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the group.
5. To participate and engage with workplace learning and development opportunities, subject to the school's training plan, working to continually improve own performance and that of the team/school.
6. To attend and participate in relevant meetings as appropriate.



7. To undertake any other additional duties commensurate with the grade of the post.
8. To have a pro-active approach with keeping IT equipment in a safe condition, including H&S within the school.
9. To ensure equipment is stored in a safe environment at all times, including school holidays and ready for the return of students.
10. Train staff in areas that involve any possible 'Critical Incidents' or Data Protection scenarios.

### Contacts

Students, colleagues within the school, staff of the local authority, other education and healthcare professionals, parents, carers and guardians and visitors to the school

**Responsible to:** Head of Site & Chief Information Officer

**Responsible for:** N/A

### Special Conditions:

An enhanced Disclosure and Barring Service (DBS) check is required for this post

	DATE	NAME	POST TITLE
PREPARED	March 2025	David Butterworth Kay Price Simon Smith	Head of Site School Business Manager Executive Director HR
REVIEWED			
REVIEWED			



## PERSON SPECIFICATION

PLEASE NOTE: Governors/Directors will use the criteria below **(those emboldened)** to shortlist. Only those applicants who demonstrate that they meet those criteria (to the Governors/Directors satisfaction) will be invited to interview.

	<b>Selection Criteria Essential</b>	<b>Selection Criteria Desirable</b>	<b>How Assessed</b>
<b>Education &amp; Qualifications</b>	<b>Relevant qualification associated with ICT</b>		AF / I
<b>Experience</b>	<p><b>Experience of diagnosing and correcting straightforward faults in ICT hardware and software</b></p> <p>Experience of working in a team and supporting others to achieve objectives complete tasks to deadlines</p> <p><b>Experience of working with iPads and an awareness of different content creation apps.</b></p> <p><b>Experience of providing training to small groups or 1:1.</b></p> <p>Experience of following and working to instructions, schedules and procedures</p> <p>Experience of keeping basic records</p> <p>Experience of undertaking ICT tasks and responsibilities in an educational setting</p> <p>Experience of working with IOS and Apple devices in a school/business environment.</p>		AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I
<b>Skills &amp; Abilities</b>	<p>Communication skills to give information to pupils, teachers and other staff on ICT related issues</p> <p>Able to use judgement to solve straightforward problems to support the operation of computers and networks</p>		AF / I  AF / I



	Able to prioritise and manage own time effectively		AF / I
	Able to work consistently to deadlines		AF / I
<b>Knowledge</b>	<b>Knowledge of digital media, such as recording podcasts, photography, videography.</b>		AF / I
	<b>Knowledge in the design of engaging social media posts across different platforms.</b>		AF / I
	<b>Knowledge of iPad functionality and apps being used within schools.</b>		AF/I
	Understanding of the importance of data protection, confidentiality and ICT security issues within the school environment to ensure the business of the school is protected and pupils are kept safe		AF/I
	Understanding of the wider safeguarding agenda working with children and young people		AF/I
	Awareness of potential health and safety risks and issues working with computers and electrical equipment		
	Up to date knowledge, and awareness of IT systems, technological developments, and opportunities to enrich the curriculum with IT.		AF/I
<b>Work circumstances</b>	To work flexibly as the workload and needs of the students demand		I
	To travel and work at other sites within the New Bridge Group as may be required		I
	Occasional out of hours working to support school functions		I

*Abbreviations: AF = Application Form; I = Interview. /*

**Any candidate with a disability who meets the essential criteria will be invited to interview**

