

JOB DESCRIPTION

Job Title:	Senior ICT Technician
Grade:	7
Salary:	SCP 24 – SCP 28
Conditions of Service:	Support Staff Contract of Employment
Responsible to:	Principal

Statement of Purpose

To support the school's computer systems, applications and associated software, and to advise and support on the implementation of system developments.

Support for Pupils and Staff

- Provide support and guidance to staff and students on the use of school's ICT systems, including training on the use of the equipment where necessary.

Line Management

- May involve line management responsibility of staff.
- Undertake recruitment/induction/appraisal/training/mentoring of staff.

Support for Audio-visual Systems

- Maintain the schools AV systems.
- Advice on the provision and use of AV equipment.
- Monitor and develop the use of the internet and intranet.

Support for ICT Systems

- Maintain e-mail accounts for staff.
- Manage and maintain Sims.net system.
- Manage, update and maintain school website and Virtual Learning Environment.
- Manage and have overall responsibility for
 - software installations,
 - hardware maintenance,
 - upgrades,
 - fault diagnosis and repair,
 - security measures and back-up schedule.
- Maintain an up-to-date inventory of all ICT equipment and software in the school.

Support for Resources

- Supervise loans of ICT/AV equipment.
- Ensure all equipment is maintained and stored safely.
- Observe and report any damage or conditions of equipment which need attention.
- Remove any equipment which presents a health and safety risk.
- To keep abreast of, and conversant with, all relevant legislation, technological developments and techniques.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise.
- Assist with pupil needs as appropriate during the school day.

Note

The job holder will be expected to undertake any other duties which are not specifically listed but are within the remit, responsibility and accountability of the job.

Person Specification

Minimum Criteria for Two Ticks *	Criteria	Measured by APP/I/ASS
	Experience <ul style="list-style-type: none"> • Experience of software installation, security of ICT systems and system operation. 	APP/I
	Qualifications/Training <ul style="list-style-type: none"> • NVQ3 for IT practitioners or appropriate equivalent qualification or experience. 	APP/I
	Knowledge/Skills <ul style="list-style-type: none"> • A working knowledge of current ICT installations and relevant equipment. • Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these. • Ability to organise, lead and motivate other staff. • Good communication skills. • Ability to relate well to children and adults. • Good organising, planning and prioritising skills. • Methodical with a good attention to detail. 	APP/I
	Behavioural Attributes <ul style="list-style-type: none"> • Customer focused. • Has a professional and respectful approach, which demonstrates support and shows mutual respect. • Can demonstrate active listening skills. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders. • Demonstrates a positive attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Is enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. 	APP / I

MEASURED BY KEY:

APP = Application form ASS = Assessment activities I = Formal interview

In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Attitudes to the use of authority and maintaining discipline
- The post holder will be required to have an enhanced DBS check



If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.

30/11/2021

Note This job description and person specification conforms to the Shaw Education Trust job evaluation standards and cannot be amended/updated without SET HR approval.