

Job Description

Employees of the Skills for Life trust will ensure they are positive role models by demonstrating the Trust's Mission Statement and Values.

Post Title: IT Technician

Reporting to: Deputy IT Manager

Purpose

To provide technical advice, training and support to staff and pupils on the use and development of all teaching and administrative ICT systems. Ensure the maintenance of hardware and the administrative control of ICT assets including warranties and copyrights.

The post holder will take the lead on providing face to face or virtual training to staff and/or students across the Trust.

Accountability

- Maintain up-to-date records on all educational and administrative hardware and software within the academy to include details of any manufacturer's warranties and copyrights in existence.
- Prepare and install hardware and software to meet the educational and administrative ICT requirements and provide ongoing maintenance and repairs complying with the restriction of any warranties.
- Provide advice, support and training to staff and pupils on the application and use of ICT systems.
- Take an active role in developing the role of information technology within the educational curriculum and administration of the academy.
- Develop and implement a system of control to ensure the safety of systems from damage or unauthorised access.
- Procure ICT consumables in a timely manner to avoid temporary loss of ICT facilities such as printers and copiers.
- Confidently provide face to face or virtual training to large numbers of staff as and when needed to ensure the safe and effective use of software and hardware.

- Undertake regular audits of software and hardware, particularly student and staff laptops, to ensure that it has the latest protective software and data consistent with academy acceptable use policies.
- Ensure copyright, data protection and licensing regulations are upheld at all times.
- Ensure regular backups of data and efficient recovery of lost data when needed.
- Maintain and upgrade the academy's network when needed.
- Ensure the websites are updated regularly, required content is uploaded in a timely fashion and they are compliant at all times.
- Assist in the production and printing of banners for the Trust as and when required.
- Liaise with external stakeholders to maintain the effectiveness of the ICT network.
- Provide specialist support on all the academy based educational and administrative ICT systems.
- Responsible for the carrying out of installations and maintenance when required.
- Contribute to future plans for development of ICT in both educational and administrative systems.
- Take an active role in supporting staff or demonstrating aspects of ICT to students.
- Provide advice and guidance on possible future ICT spending and undertake costing where appropriate.
- Responsible for the ongoing security of hardware and software including prevention of damage from viruses and/or the unauthorised access of data held on computers.

The above list is indicative and not exhaustive. The post holder is expected to carry out all such additional duties as are reasonably commensurate with the role.

Employees are expected to present themselves and to act in a professional manner at all times, according to The Skills for Life Trust Code of Conduct.

I agree that this job description conveys an accurate description of this job.

This job description is not exhaustive and subject to review by the Trust Network Manager in consultation with the post holder as appropriate to the changing needs of the Academy, or anticipates changes in the job commensurate with the grade and job title.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The Trust will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

Signed..... Date.....
Employee

IT Technician
Person Specification

	Essential	Desirable
Hold a recognised ICT qualification in relation to maintenance of PC's and/or networked computers.	*	
Extensive experience of working with a wide range of software packages preferably related to education.	*	
Previous experience of demonstrating software or direct training of users.	*	
Ability to organise own time to ensure that resources are available and operating when required.	*	
Demonstrate the highest standards of commitment to the academy and its community.	*	
Knowledge of SharePoint including configuration and usage.		*
Excellent presentation and interpersonal skills	*	
Ability to communicate clearly with staff and pupils	*	
Displays a commitment to the protection and safeguarding of children and young people.	*	
Driving Licence to allow movement between all sites in a timely manner.	*	