



CATERHAM SCHOOL

## **JOB DESCRIPTION AND PERSON SPECIFICATION**

### **SCHOOL DIGITAL LEARNING TECHNICIAN**

#### **JOB PROFILE**

To provide a whole school Digital Learning support service, as a member of the wider IT support team, for both students and staff with a focus on 'hands on' classroom support.

#### **ACCOUNTABILITIES**

Managed by the Director of Digital Learning and also accountable to the Network Manager. The Bursar has overall responsibility for support staff throughout the School.

#### **MAIN RESPONSIBILITIES**

Working as part of a flexible team which:

- Prepares and maintains Digital Learning equipment and its software, Identifying areas for improvement. Technologies include all Apple devices from iPod Touch through to iMacs and Mac minis (with a focus on iPad),
- Developing the use of our Mobile Device Management system to monitor and maintain the ipads and their content.
- Knowledge of key Microsoft services and networking. E.g. Active Directory, Microsoft Exchange, IP routing.
- Supporting staff in classroom with Interactive whiteboards, interactive TV's and media devices.
- Supports the Director of Digital Learning in the design, planning and implementation of new approaches to digital classroom learning.
- Classroom support and small group work/clubs to offer advice and ideas to pupils.
- Support to the IT Department where Digital Learning responsibilities permit, this work may typically occur in the School holidays when the post would report to the Network Manager on an interim basis.
- Design, develop or adapt educational software to enhance classroom learning.
- Some administrative support, logging of handheld devices and auditing equipment stocks.
- To be personally committed to the process of continuous improvement at the School taking part in development and training activities.
- To be committed to safeguarding and promoting the welfare of children and young people.
- Undertake any other duties at the request of the Director of Digital Learning.

#### **SKILLS, EXPERIENCE & QUALIFICATIONS**

- Good standard of numeracy and literacy with English and Maths GCSE (Grade A-C) or equivalent. Higher Education in Maths and Electronics/Computing/Telecommunications expected.

- Recent experience of working with Apple and Microsoft technology in a technician/software development role. In particular a detailed knowledge of iPad functionality (ideally within an educational setting) and how Apple and Microsoft ecosystems interact.
- Excellent interpersonal skills with the ability to communicate effectively with a wide range of people and personalities.
- Experience of working in a busy and sometimes pressurised environment. Previous experience in a school would be advantageous but is not essential.
- The ability to balance priorities and take responsibility for the completion of a task.
- Knowledge of app-development and/or coding would be beneficial.
- Knowledge of creative software such as Photoshop and Final Cut would also be beneficial.
- Willingness to take part in additional training when the acquisition of new skills is required.

## **PERSONAL ATTRIBUTES**

- An understanding of the concept of proactive, internal customer service and the importance of providing this to ensure a successful school.
- To understand and convey the professional image and ethos of the School.
- Organised, accurate and detail conscious.
- To be conscientious, self-motivated and reliable.
- The capacity to remain calm and to cope under pressure.
- Excellent analytical and problem solving skills.
- Discrete.
- Flexible and able to work as a member of a multi tasking team who is happy to train and be trained by others to ensure a consistent service and to remain up to date with industry systems and software developments.
- Able to relate well to young people.
- Personally committed to the School's aim to be one of the finest co-educational schools in the country.

## **CHILD PROTECTION**

The School is committed to safeguarding and promoting the welfare of children and applicants must be willing to participate in child protection training and screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's child protection policies at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Child Protection Liaison Officer.

## **CONDITIONS OF SERVICE**

The post-holder will work a flexible 37.5 hours per week, usually between 8.30am and 5.00pm including a total of one hour of unpaid breaks per day. Participation in an out of hours on-call/call-out service will also be required. The working year is 52 weeks including paid holiday entitlement. Holiday entitlement is a pro rated 5 weeks in addition to bank holidays and a paid non contractual School closure between Christmas and New Year.

Salary is based on skills and previous experience.

There is a probationary period of six months and the appointment is subject to employment vetting checks including satisfactory references and a Disclosure and Barring Service check.

Meals are provided whilst on duty. Support staff are automatically enrolled in a stakeholder pension scheme with an upper employer's contribution of 10%. Staff are eligible to use the School sports centre, pool and fitness suite for a nominal annual fee.

## **APPLICATION DETAILS**

Caterham School is an equal opportunities employer. The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

For further information and an application form, please visit our website at [www.caterhamschool.co.uk](http://www.caterhamschool.co.uk) or contact the HR Officer, [HR@caterhamschool.co.uk](mailto:HR@caterhamschool.co.uk)

This appointment is to start as soon as possible. The closing date for applications is: 12 May 2014

23/04/14