

JOB TITLE: ICT Technician

REPORTS TO: School Business Manager

SALARY: £17,500 - £22,000

HOURS: 37.5 hours per week, 52 weeks per year

START DATE: As soon as possible

Job purpose:

To support the school networks, ensuring that the needs of the curriculum and administrative teams are met in terms of IT support and to maintain a high degree of knowledge on network systems.

Key accountabilities:

To actively promote 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 fully comply 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 School Business Manager, 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 Performance Management and contribute to the identification of own team development needs.

Principal responsibilities:

- Provide technical support on all hardware and software issues.
- Investigate and where possible repair faults.
- Liaise with ICT support companies regarding maintenance issues.
- Manage the ICT consumables.
- Maintain the school's network to ensure that it performs efficiently.
- Ensuring equipment is maintained to a safe standard.
- Manage printers and printer quotas.
- Implement and test new systems and give technical advice on ICT developments within the school.
- Install and upgrade hardware, applications and operating system software.

- Administer the use of the internet to meet Chichester Free School's safety standards and ensure that Pupil Acceptable Use Policy agreements are completed and filed
- Administer our pupil one to one iPad deployment through our MDM and Apple server
- Ensure that back up procedures are maintained
- Ensure that virus protection is up to date on all the networks school computers and laptops
- Checking file storage and memory capacity, carrying out housekeeping as required.
- Be familiar with school software applications and offer advice to users when requested.
- Set up new users on networks when required.
- Security mark and record all new IT equipment arriving in school and maintain up to date inventory records.
- Assist in the on-going development of ICT systems to enable the delivery of an electronic classroom and the delivery of future administrative systems
- Maintain an awareness of new ICT products and services and ensure that information is shared within relevant stake holders
- Liaise with relevant stake holders on a regular basis to support the efficient use of ICT equipment in the school
- Support teaching staff in the use of ICT based activities and provide assistance to groups of pupils in the use of ICT - this may include delivery sessions to whole class/groups of students under the overall direction of the teacher
- Assist in the compliance of legislation e.g. licensing, data protection and copy write
- Adhering to school policies and procedures
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Attend relevant meetings as required.
- To participate in training and other learning activities and performance management as required.

To carry out any other reasonable duties required by the School Business Manager through the changing needs of the school.

This job description may be amended at any time after discussion with you.

PERSON SPECIFICATION

Attributes	Essential	Desirable
Education/ Qualifications/ Training	Possess considerable experience in network management. Hold a recognised computer or network management qualification at NVQ 3 or equivalent experience. Good literacy and numeracy.	Experience of working in a school. HND or higher in an IT related subject.
Experience/ Skills/ Knowledge/ Aptitude	Experience of installing and configuring computer hardware and software. Experience of Windows 7. Experience of Windows Server 2012 and Active Directory. Experience of Office 365 Experience of Managing Apple iPads's In-depth knowledge of computer systems/networks and a range of software applications. Understanding of health, safety and welfare regulations and best practice affecting ICT. Understanding of Data Protection requirements. Able to communicate and explain computer systems and procedures to adults and students. Able to work constructively as part of the wider school team.	Experience of VM Ware and vSphere Experience of Microsoft System Center Experience of SIMS Experience of Adobe CS products, including Photoshop, Dreamweaver and Fireworks. Experience in managing an Apple Mac server solutions Experience in managing filtering and firewall products. Experience of Managing a managed Apple iPads's solution through an MDM.

	Able to plan and prioritise own work programmes, work to deadlines and manage conflicting priorities. Able to undertake administrative management tasks.	
Work-related Personal Requirements	Able to keep accurate records and work within agreed frameworks. Able to respond to speedy changes in technology and learn and apply new solutions. Flexible approach to work pattern Good communication skills	
Motivation	Able to identify own training and development needs and those of others and participate in activities to address them.	

Chichester Free School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In particular, observing School policy on health and safety requirements and being aware of any subject specific health and safety requirement, ensuring that they are implemented appropriately at all times.

In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as 'spent' must be declared when applying. The applicant may post such a declaration in an envelope marked 'Private & confidential for the Principal' to Chichester Free School, Vinnetrov Business Park, Vinnetrov Road, Chichester, PO20 1QH. The successful applicant must obtain List 99 clearance and DBS clearance at enhanced level.

July 2015