

CHENEY SCHOOL - JOB DESCRIPTION – IT System Administrator

Job Title: IT System administrator	Department: IT Department
Reporting to: ICT Manager	Hours per week: 37hrs
Scale: Grade 9 (£27,741 - £30,451)	Hours of Work: 8:00am – 4:00pm with some flexibility

Purpose of the job:

- To work alongside the Service Desk Team in the maintenance and development of the Trust's IT network.
- To provide 3rd line support for the IT Department where appropriate.

Key tasks:

- Perform routine and scheduled maintenance on server and network hardware, ensuring work is carried out proactively wherever possible to minimise disruption to end users.
- Monitor the performance of hardware, software and networks and report as required.
- Work with the IT team to develop and maintain a high quality ICT network and systems across the Trust, which are regularly reviewed to ensure that all schools needs are met.
- To work closely with the ICT Manager on development projects, with a particular emphasis on technical issues.
- To identify problems and ensure their resolution, advising the ICT Manager of issues, potential improvements and projected developments.
- In liaison with the ICT Manager, help and manage network development projects and plans.
- Investigate, trial and deploy new hardware and software.
- Provide training to members of the IT team and other school staff on new systems as appropriate.
- Plan and deploy Trust-wide software rollouts, updates and software patches.
- To manage the storage and backups for all data across the Trust ensuring data integrity and security is maintained at all times, including archives and historical data.
- Contribute towards an effective disaster recovery plan, performing regular testing and making adjustments as needed.
- Assisting with the deployment and maintenance of cloud systems, applications and services.

- Assume responsibility for documentation of all key ICT systems, ensuring such documentation is kept up to date.
- Shall maintain and update plans and drawings of locations of equipment, switches, cabling etc.

General

- Participate in the school's staff development/appraisal process.
- Be familiar with, and adhere to relevant parts of the school's Health & Safety policy.
- Shall ensure compliance with GDPR regulations.
- Supporting and encouraging the Trust's ethos and its objectives, policies and procedures.
- Shall deal with correspondence promptly and as required.
- Will obtain competitive quotes and raise orders when appropriate.
- Shall arrange and attend relevant training sessions for the IT staff.
- Shall keep abreast of developments, current initiatives and changes in their field and communicate these to the rest of the department.
- Shall seek, consider, and act upon professional support and advice as required and in liaison with the ICT Manager.
- Undertake such other duties as may be required from time to time.