

Job description

Job title:	Technology Support Officer
Responsible to:	IT Team Leader
Location:	Marling School, Cainscross Road, Stroud, Gloucestershire, GL5 4HE (with travel to other schools within the region when required)
Hours of work:	37 hours per week
Salary:	£33,000 - £36,000

Overview of the role:

The role of the Technology Support Officer (TSO) is to support the effective use of technology across the school, enhancing teaching and learning whilst helping ensure the smooth day-to-day running of the school.

This is a hands-on role, working closely with colleagues and students to embed technology in lessons and across school life. You'll also work with senior leaders to shape the school's approach to technology, ensuring it aligns with our trust-wide strategy and drives innovation in teaching, learning, and operations.

This role contributes to the Lift Schools' mission that **every** child receives an **excellent** education, in **every** classroom, **every** day.

Responsibilities:

Support for staff and students

- Help staff use technology before, during and after lessons.
- Support students with technology to enhance their learning.
- Lead training sessions for colleagues and students on using technology confidently.

Driving innovation

- Lead projects, trials and pilots to explore new ways of using technology in the classroom.
- Work with other Technology Support Officers across Lift Schools to share ideas and good practices in ed-tech.

Technology maintenance and setup

- Work with the IT team to ensure technology runs smoothly across the school, including:
 - Configuring devices for staff and students.
 - Supporting audio-visual equipment used in lessons.
 - Assisting with classroom applications and software.
- Oversee the rollout and refresh of devices, working with the central team to keep plans on track.

Strategic input

- Work with school leaders to embed technology into the school improvement plan and wider strategy.
- Suggest ways technology can support the school's priorities and improve teaching, learning and operations.

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The postholder is expected to work to the best of their ability, to be diligent, honest and ethical in the performance of duties, and to conduct personal and professional life to the highest standard such that public confidence in their integrity is sustained.
2. This job description does not form part of the contract of employment and is not a comprehensive definition of the post. The duties of this post may vary from time to time according to the needs of the school/Trust following consultation with the job holder. It will be reviewed periodically.
3. The postholder is expected to participate and engage with workplace learning and development opportunities to continually improve their own performance.
4. The postholder may deal with sensitive material and should maintain confidentiality in all school related matters as set out in their statement of terms and condition of employment.
5. Information about how and why we collect your data can be found in the "Lift Schools Privacy Notice for Staff" which you are required to comply with.
6. You are expected to take reasonable care of your own health and safety and to be mindful of the safety of others, to cooperate with instructions, to minimise and mitigate potential hazards and risks to others, and to appropriately report hazards, illnesses, or injuries in accordance with our Health & Safety Policy.

Safeguarding:

At Lift Schools we are committed to ensuring the highest levels of safeguarding and promoting the welfare of our students, and we expect all our colleagues and volunteers to share this commitment. We adopt a strong, fair, and consistent recruitment process which is in line with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check, and you are required to complete them and advise us immediately should you subsequently be convicted of an offence.

Equality, equity, diversity and inclusion:

At Lift Schools, we want all of our colleagues to feel included bringing their passion, creativity, and individuality to work. We value all cultures, backgrounds, and experiences, and we truly believe that diversity drives innovation.

Person specification

Qualifications and experience	
Essential L2 qualifications - GCSE Maths and English (Grade 4) or equivalent.	Desirable - L3 qualifications - A levels or equivalent. - Google Certified Trainer/Innovator/Administrator - Apple Teacher - Canva training - ITIL Foundation /CompTIA IT Fundamentals (ITF+)
Knowledge and skills	
Essential - Experience deploying, managing and training users on the use of Google, Microsoft and Apple iOS devices. - Experience in working with education technology. - A track record of delivering innovative and modern technology solutions. - Experience working with Chromebooks, iPads and Windows devices in an education environment. - Ability to communicate confidently and effectively with teachers, students and other stakeholders. - Confident and articulate in delivering large-group training sessions and presenting to diverse audiences. - Excellent administration and organisation skills.	Desirable - Experience in teaching or supporting teaching. - Experience working in a school or an educational setting. - Experience in delivering training and producing training materials. - A minimum of 5 years of experience in diagnosing, troubleshooting and deploying a range of devices such as PCs, Laptops, Chromebooks and iPads.
Leadership skills	
Essential N/A	Desirable N/A
Personal attributes and behaviours	
Essential - Team player. - Ability to adapt to a fast-paced environment. - Works under own initiative. - Good communication skills. - Willingness to travel to other sites within the trust as required. - Valid UK driver's license and access to a vehicle.	Desirable - Can reflect thoughtfully and critically on the Project H mindsets, and identify their own strengths and areas for development in these areas. The Project H mindsets are: - Share ideas early, often, and honestly - Embrace constructive disagreement - Value ideas, not ego - Be curious and open to new ideas - Focus on facts and reason

Special requirements

- Successful candidates will be subject to an enhanced Disclosure and Barring Service Check.
- Right to work in the UK.
- Evidence of a commitment to promoting the welfare and safeguarding of children and young people.
- Show commitment and a forward-thinking approach to drive forward equality, equity, diversity, and inclusion and to own personal development along with a positive attitude towards legislative developments and the provision of equitable services.