

JOHN TAYLOR MULTI ACADEMY TRUST

John Taylor Free School				
Job Number	Post Title	Grade	Points	Date
AA6976 (formerly C1365)	Lead ICT Technician	Grade 6 0.5 FTE Whole Year	453 NJC	April 2008

Statement of Purpose

To support the Trust's computer systems, applications and associated software and to advise and support on the implementation of system developments.

Support for ICT Systems

- Under the line-management and direction of the JTMAT Strategic Network Manager:
 - Manage and maintain servers, desktop and laptop PCs, hardware and software.
 - Set up and maintain e-mail accounts for all members of the school community.
 - Manage, update and maintain the school's website (including extranet and intranet).
- Manage and have day-to-day responsibility, under the direction of the JTMAT Strategic Network Manager, for:
 - Software installations
 - Hardware maintenance
 - Operating system and device infrastructure, firmware upgrades
 - Fault diagnosis and repair
 - Monitoring security measures and back-up schedule
 - Monitoring antivirus and anti-malware systems.
- Produce orders for equipment and services as required and to maintain a stock of consumable items.
- Liaise with external agencies and suppliers.

Support for Pupils and Staff

- Provide telephone, remote desktop and hands on support and guidance to staff and students in the use of Trust's ICT systems.
- Provide support for audio visual systems.
- Give instruction on the use of equipment where necessary.
- Advise and assist on the procurement and use of ICT, as required.

Team Leadership

- Provide training, support and instruction to the IT technician in their day-to-day duties, including distribution of day-to-day tasks and workload.

Support for Audio-Visual Systems

- Maintain the Trust's AV systems including electronic notice board and other classroom technology such as VR or AR.
- Advise on the provision and use of AV equipment.

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Support for Resources

- Maintain an up-to-date inventory of all ICT equipment and software within the school.
- Supervise loans of ICT/AV equipment.
- Ensure ICT/AV equipment is maintained and stored safely.
- Observe and report any damage or conditions of equipment which need attention.
- Undertake PAT Testing and remove any equipment which presents a health and safety risk.
- To keep abreast of, and conversant with, all relevant legislation, technological developments and techniques.

Professional Accountabilities (this list is not exhaustive)

The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection and in particular the regulations relating to GDPR, reporting all concerns to an appropriate person. In addition they are to contribute to the achievement of the school's objectives through:

Safeguarding

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

Financial Management

- Personally accountable for delivering services efficiently, efficiently within budget and to implement any approved savings and investment allocated to the service area.

People Management

- To comply and engage with Trust people management policies and processes
- Contribute to the overall ethos/work/aims of the school/Trust.
- Establish constructive relationships and communicate with other agencies/ professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required (see note 1).
- Recognise own strengths, areas of expertise and use these to advise and support others.

Equalities

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Health and Safety

Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the Trust's Health and Safety policy.

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

**Person Specification
Lead ICT Technician Level 3**

Criteria	Measured by
<p>Experience</p> <ul style="list-style-type: none"> • Experience of working in an ICT environment 	A/I
<p>Qualifications/Training</p> <ul style="list-style-type: none"> • Good numeracy and literacy skills. • NVQ level 3 for IT Practitioners or equivalent qualification or experience in a relevant discipline 	A/I
<p>Knowledge/Skills</p> <ul style="list-style-type: none"> • Good standard of practical knowledge. • Good understanding and ability to use relevant equipment/ technology. • Ability to work constructively as part of a team. • Ability to relate well to children and to adults. • A commitment to own personal development. • An excellent standard of practical knowledge. • A working knowledge of relevant equipment. • Full working knowledge of relevant policies/codes of practice. • An understanding of curriculum development, planning, evaluation and implementation. • In depth understanding of specific area of learning e.g. science. • Understand the principles of child development and learning processes. • A good, working knowledge of current computer operating systems. • Good organising, planning and prioritising skills. • Methodical with a good attention to detail 	A/I
<p>Behavioural Attributes</p> <ul style="list-style-type: none"> • Customer focused. • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. 	A/I

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<ul style="list-style-type: none">• Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.• Is committed to the provision and improvement of quality service provision.• Is adaptable to change/embraces and welcomes change.• Acts with pace and urgency being energetic, enthusiastic and decisive.• Communicates effectively.• Has the ability to learn from experiences and challenges.• Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.	
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A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***