

Job Description

Responsible to:	The Network Manager in the first instance.
Purpose of the Post:	To be responsible, through the ICT support team, for the care and maintenance of ICT equipment and materials throughout the school.
Hours:	37 hours per week, 52 weeks per year.
Salary:	Kent Range 6 or 7 Depending on experience.

Main Responsibilities

- Helping to manage the daily operations of the school network, clients, peripherals and software.
- Manage efficient and timely responses to requests made to the Helpdesk.
- Support the smooth implementation of specific ICT projects.
- To help in maintaining a safe and clean working environment.
- Support teaching staff in their use of ICT in specific teaching and learning programs.
- Support the Network Manager in all ICT related issues and to undertake any other reasonable duties commensurate with the scale of the post and as required by the Headteacher.

Assist the Network Manager in the following tasks:

- Procurement of educational and office hardware and software and ensure effective value for money solutions have been implemented.
- Contribute to the maintenance of the integrity and currency of information managed through the SIMS.net system and other school management systems.
- Undertake regular audits of software and hardware, particularly student and staff laptops, to ensure that it has the latest protective software and data consistent with the school's Acceptable Use policies.
- Ensure regular back-up of data and efficient recovery of lost data when needed.
- Ensure that crisis and disaster recovery strategies are developed, implemented and regularly tested and reviewed.
- Undertake regular audits and house-keeping to ensure that network storage capacity is managed effectively.
- Ensure that the school's network and ICT resources are kept secure.
- Ensure that copyright, data protection and licensing regulations are upheld at all times.
- Maintain an accurate inventory of ICT resources across the school.
- Promote the safe use of ICT, including outside of school – particularly with respect to the internet and social networking.
- Support the induction of new staff and learners, with respect to the use of the range of ICT within the school.

Specific Tasks relevant to the role

- Add/delete learners and staff from the network as needed and appropriate.
- Additional duties may include support for IT at special events, such as Parents' Evenings, conferences, charity events, Music and Drama productions.

General:

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the school's policies and procedures on records management.

This job description is not necessarily a comprehensive definition of the post. It may, from time to time, be subject to modification or amendment in consultation with the holder of the post and other relevant parties.

Person Specification

Qualifications & Experience

- Good GCSEs/GCE O Levels as a minimum.
- An ICT background would be beneficial.
- Knowledge of and experience in maintaining ICT equipment.
- Knowledge of Health and Safety in relation to the use of ICT equipment.

Skills

- In using and maintaining ICT equipment.
- In working calmly, carefully and quickly under pressure.
- In communicating effectively orally and in writing.
- In dealing courteously and effectively with adolescents and adults.

General Commitment

- Willingness to conform to the School's aims and policies.
- Demonstrate to the satisfaction of the interviewing panel a personal commitment to produce work of the highest quality in a manner to assist the teaching staff to obtain the highest standards of individual pupil achievement regardless of gender, race or class.