

JOB DESCRIPTION

POST TITLE

Information and Media Technology Technician

GRADE:

Grade 7

RESPONSIBLE TO:

Network Manager

WORKING HOURS:

37hrs per week/52 week contract

POST OBJECTIVE:

To provide efficient and effective technical support for Information and Media Technology within the college

DUTIES AND RESPONSIBILITIES:

- To undertake technical duties across the college as directed by the Network Manager.
- To provide support for Information and Media Technology across the college involving hardware, software installation and usage, troubleshooting, and staff and student IT training.
- To work as part of a team to ensure the day-to-day maintenance, repair and development of Information and Media Technology equipment as necessary.
- To set up equipment including sound and lighting for whole college presentations, events, shows etc, working with staff to plan such events.
- To provide extra-curricular support for Information and Media Technology as required.
- To develop and manage strategies to promote the college profile using publicity tools eg plasma screens, website, Twitter, Facebook etc.
- To create and review information for publishing on the school website.
- To support whole college Information and Media Technology issues as necessary.
- To support staff with limited ICT skills.
- To undertake the cleaning and maintenance of equipment where required.
- To keep up-to-date with the technological and curriculum developments

within the postholder's responsibility.

- To develop Data and Security procedures ensuring all systems are secure and comply with relevant up-to-date legislation eg GDPR regulations and carry out reviews to ensure these procedures are developed and updated accordingly.
- To co-ordinate own workload.
- To identify areas of limited ICT skills and knowledge for college staff; plan and deliver training courses as necessary.
- To participate in training courses for personal and professional development as required .
- To support and promote the development of ICT Creativity as a tool for whole school improvement.
- To comply with Health and Safety requirements and other relevant legislation and college policy.
- To undertake such training that might be required in order to carry out the duties of the post effectively.
- Drive the school minibus to trips, events and days out of college.
- To carry out any other duties within the overall function, commensurate with the grading and level of responsibility of the post.

Both the role and specific duties outlined within the job specification for the above position are subject to change and as such will undergo regular review and will be adapted at the discretion of the Head/SLT in order to accommodate whole college requirements.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Springwell Community College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

METHODS OF WORKING:

- The postholder will be expected to take an active part in appraising their own work against agreed priorities and targets in accordance with the college's management supervision guidelines.
- The post holder will comply with the policies of the college, including the Child Protection Policy, Equal Opportunities Policy, Health, Safety and Environmental Policy and the Data Protection Act and be expected to maintain confidentiality. Any concerns should be reported to the appropriate officer.
- The post holder will have due regard for DCC financial regulations and operate within the college financial systems and procedures ensuring 'best value' is achieved.
- Be aware of and support individuals needs to ensure all students have equal access to opportunities to learn and develop.
- Contribute towards the overall ethos, work and aims of the college.
- The postholder will be expected to undertake any necessary training associated with the duties of the post and attend meetings as required.

- The postholder will be required to observe safe working practices in carrying out the required duties and to adhere to instructions specified by technical consultants and manufacturers.
- The post holder will demonstrate the ability to act on their own initiative and manage time effectively.

Ref: Information and Media Technology Technician
Originated: March 2018 (SLI/IWI)

PERSON SPECIFICATION

EXPERIENCE:

Essential:

- Previous related experience of ICT support needs (minimum 2 years)
- Comprehensive knowledge and experience supporting common Operating Systems (Microsoft Windows 7 and above) and Office, E-mail and Internet software.
- Core understanding of server and network technologies.
- Willingness to undertake minibus driver training.
- Willingness to undertake First Aid training.
- Willingness to undertake Scaffolding training

Desirable:

- Previous experience within a school environment.
- Knowledge of SIMs or similar Management Information System.
- Experience in an ICT support role.

QUALIFICATIONS:

Essential:

- Minimum of 5 O'Levels/GCSE equivalent including Maths/English Language (or level 2 equivalent)

Desirable:

- ICT qualifications to BTEC L3/A level or equivalent
- Industry ICT training/suitable qualifications

ABILITIES AND ATTRIBUTES:

- Highly competent ICT skills
- A good background knowledge of IT networks, hardware and peripheral and software installation.
- Effective verbal and written communicator.
- The ability to understand safe working practices.
- Ability to work as a team member and alone. Work unsupervised and on own initiative to agreed performance targets.
- A flexible approach to work.
- Full driving licence.
- Helpful and confident when dealing with students.

SALARY AND HOURS:

Salary will be on Grade 7
37 hours per week / 52 weeks per year