

**JOB DESCRIPTION:** Assistant ICT Technician

37 hours per week term time only, plus 5 training days

(1 year fixed term contract)

Salary: Scale 4-6, £15,717 - £16,352

**REPORTING TO:** ICT Network Manager



Co-op Academy  
Delius

### OVERALL RESPONSIBILITY

To provide ICT technical support to students, staff, governors and visitors.

### **GENERIC INTRODUCTION:**

The following information is furnished to assist staff joining the Academy to understand and appreciate the work content of their post and the role they are to play in the organisation.

The following points should be noted:

1. Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.
2. Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
3. This Academy is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment and access to the Co-op Academy Trust Services.
4. This Academy is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

### SPECIFIC RESPONSIBILITIES

Working as part of the ICT support team you will work across a variety of tasks. To support teaching and learning across the school by:

- The involvement in the running of an effective and efficient help desk system
- Troubleshooting and fault finding of technical problems promptly
- Making sure consumables are available immediately by keeping a stock of replacements
- Installation of new T&L software
- Technical support for staff using ICT in the classroom e.g. trouble shooting interactive whiteboard faults
- Liaising with third party companies on behalf of the clients to diagnose and fix issues

- Maintaining a good job log using the school help desk system
- Providing support and training with new devices and software alongside the ICT manager
- Removal of WEEE from site when necessary
- Effectively manage time to ensure the school receive the best possible service
- Designing of electronic teaching and learning resources
- Assist in the updating and design of school social media accounts and school website
- Escalate any issues or potential issues that cannot be resolved by yourself to your direct line manager
- Answering the ICT office telephone and logging any support calls

To assist the school ICT Network Manager:

- To ensure that the school network runs efficiently and effectively on a day to day basis.
- To ensure that the Management Information System (SIMS) works consistently well across the school.
- To maintain an up to date inventory of ICT equipment and ICT facilities so that legal requirements can be met and efficient audit and budget planning can take place:
- To maintain a library of software and site licences.
- In the administration of ICT stock of consumables
- To provide AV support to teaching and learning staff when needed

Ensuring Health and Safety aspects of ICT facilities and equipment are adhered to including:

- Regular safety checks of work areas
- Making sure any equipment to be used is safe
- Reporting any concerns to the ICT Network Manager

#### **ANY OTHER DUTIES**

Any other duties as may reasonably be required from time to time, commensurate with the grade and/or level of responsibility of the post.

To support in class and over lunch as an Special Needs Teaching Assistant when required.

This job description and allocation of particular responsibilities may be reviewed and amended following consultation. Such a review will take place as part of the appraisal cycle and at any other time on request.

Understanding the needs of our pupils is important to allow you to fully support and recognise their needs. To achieve this, a portion of your time will be spent in class interacting with our pupils. This time will usually be over a lunchtime assisting with feeding, hygiene routines and playtime duty.

#### **FLUENCY DUTY**

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.

For this role the post holder is required to meet the Intermediate Threshold Level

Intermediate Threshold Level

The post holder should demonstrate:

- They can express themselves fluently and spontaneously with minimal effort and,
- Only the requirement to explain difficult concepts may hinder a natural smooth flow of language.

### **SPECIAL CONDITIONS OF SERVICE:**

- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

### **OTHER CONSIDERATIONS**

To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the Academies nominated Child Protection Co-ordinator or the Headteacher. To safeguard children and adults, and implement the Safeguarding and Child Protection Policy. Read, understand and follow at least Part 1 of the current

- Statutory guidance in 'Keeping children safe in education'. Undertake the Prevent Duty to safeguard pupils and adults from extremism. Understand their statutory duty to report safeguarding concerns. Maintain their Position of Trust and not have sexual relations with pupils (Sexual Offences Act 2003) or any other inappropriate relationship with pupils.
- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
- Accept and commit to the principles underlying the Academies Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act.
- Will not require holiday leave during term time.
- Must be legally entitled to work in the UK.

**CONFIDENTIALITY** The post-holder is required to respect the confidentiality of all matters relating to the School, students and staff. We are committed to safeguarding and promoting the welfare of children and young people and to equality of opportunity. A DBS check is required for all successful applicants.

## PERSONNEL SPECIFICATION:

	ESSENTIAL (E)	DESIRABLE (D)
ICT EXPERIENCE/QUALIFICATIONS	<p>Keen interest in IT and a perusing a career in IT</p> <ul style="list-style-type: none"> <li>• Microsoft Windows 10 Environment</li> <li>• Microsoft Office 2013 +</li> <li>• Awareness of GSuite</li> <li>• Basic use of Email</li> </ul>	<ul style="list-style-type: none"> <li>• GSCE or equivalent in computer science/ICT</li> <li>• NVQ in computer science</li> </ul>
SNTA EXPERIENCE:	<ul style="list-style-type: none"> <li>• Experience of working in a team situation.</li> <li>• Experience of working with or caring for children of relevant age e.g. voluntary organisation or parental/caring responsibilities.</li> <li>• Provide evidence of having previously spoken fluently to customers/public/service users at an Intermediate Threshold Level.</li> </ul>	<ul style="list-style-type: none"> <li>• Working with pupils of relevant age-range</li> <li>• Working with pupils in a schools setting</li> <li>• Working with pupils with SEND</li> </ul>
QUALIFICATIONS/ TRAINING:	<ul style="list-style-type: none"> <li>• GCSE English and Maths or equivalent e.g. Adult Literacy/Numeracy at level 1.</li> <li>• Willingness to participate in further training and development opportunities. i.e. Behaviour Management and physical intervention – Team Teach</li> <li>• Communication approaches to access the curriculum.</li> <li>• specialist feeding techniques</li> <li>• Child Protection, safeguarding , including at least Part1 of the current statutory guidance in Keeping children safe in education</li> </ul>	<ul style="list-style-type: none"> <li>• Other relevant qualifications relating to the post e.g. Level 2 NVQ in Health/Childcare,</li> <li>• First aid qualification.</li> <li>• Evidence of further training/development</li> <li>• Other relevant training</li> <li>• hoists and physical positioning, moving and handling</li> <li>• therapy and medical</li> </ul>

		<p>interventions, First Aid, NARS etc</p> <ul style="list-style-type: none"> <li>• Rebound Therapy</li> </ul>
<p><b>KNOWLEDGE/ SKILLS:</b></p>	<ul style="list-style-type: none"> <li>• Problem solving skills.</li> <li>• Good communication skills.</li> <li>• Good numeracy/literacy skills.</li> <li>• An understanding of the needs of a multicultural society.</li> <li>• A willingness to understand the issues relating to pupils who have additional learning needs, more able and special educational needs.</li> <li>• Ability to relate well to pupils and adults.</li> <li>• Ability to work constructively as part of a team.</li> <li>• Ability to remain calm under pressure.</li> <li>• Demonstrate a commitment to working with children of the relevant age and SEND</li> <li>• Demonstrate good co-operative, interpersonal and effective listening skills.</li> <li>• Maintain confidentiality in matters relating to the Academy, its pupils, parents or carers.</li> <li>• Ability to perform all duties and tasks with reasonable adjustments where necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• Possess knowledge of the Academies relevant procedures or practices.</li> <li>• Will have an outline understanding of relevant legislation.</li> <li>• Awareness of child development/child care</li> <li>• Knowledge and commitment to the Academy's Equality policy.</li> <li>• Exercising advisory, guiding, negotiating and persuasive skills at a developed level</li> <li>• Willingness to support Friends of Delius</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to cope with the requirements of the post, which will include working with pupils who have emotional/behavioural/physical/medical difficulties.</li> <li>• Support Parent events and Engaging Families</li> <li>• Commitment to race, gender, all equalities and social inclusion and willing to promote fundamental British values</li> <li>• Willingness to safeguard children and adults and implement the Child Protection and Safeguarding Policy. Read, understand and follow at least Part 1 of the current statutory guidance in 'Keeping children safe in education'. Undertake the Prevent Duty to safeguard children and adults from extremism. Understand their duty to report safeguarding concerns. Maintain their Position of Trust and not have sexual relations with pupils (Sexual Offences Act 2003) or any other inappropriate relationships with pupils</li> <li>• In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Intermediate Threshold Level.</li> </ul>	
--	--	--