**Appendix Sheet**

### 1. Strategic Planning

- To monitor performance of the IT Network and advise on any improvements to meet future needs.
- To keep records of the performance of the computers on the network and ensure problems and repair work are undertaken.
- Receive quotes and tenders for repair work and new equipment and evaluate accordingly.
- To undertake suitable training in order to ensure the School's ICT delivery is up to date.
- To provide the technical input and advice to the ICT management team with regards to decisions on purchasing and upgrades
- To attend and contribute to the meetings of the ICT development group
- Liaise with specialist suppliers and liaise with the Computing Lead to ensure the school continues to deliver excellent education in ICT.
- To maintain a risk register and risk management plan.
- Working with the ICT Computing Lead, develop a suitable virtual learning platform for the delivery of online lessons, including video learning.
- Maintain and develop the school website including content.
- Staff CPD – training.

## 2. Network Maintenance and Installation

- Specify, procure, install and support networks including wired and wireless systems, telephones / intercom.
- Immersive class room.
- Procure/Upgrade and install servers and operating systems
- Specify, procure, install and support client devices including desktop PCs, tablets, and peripheral devices.
- Install, configure and upgrade curriculum software.
- Specify, procure and fit security devices and asset tagging.
- Backup and Restore user data.
- To configure and maintain school firewall (smoothwall).

## 3. Maintenance

- To ensure that all networked workstations operate effectively and provide a response to reported faults.
- To order and maintain a stock of spare components within a fixed budget.
- To maintain a system of reporting and recording faults and problems on the network.
- To ensure system and data back-ups are carried out
- To carry out software upgrades in a timely and planned manner
- To be prepared to undertake system work and upgrades at efficient times for the system to be down.
- Assist with the organisation, repair and replacement of ICT and/or multi-media equipment including liaison with external suppliers.

## 4. Health and Safety

- Carry out routine Health and Safety checks on ICT and/or multi-media equipment reporting any problems to relevant senior manager.
- To organise electrical testing of all portable electrical appliances and maintain all paperwork.

## 5. Installation

5.1 To lead and oversee programmes of workstation building and the commissioning of new computers onto the network.

5.2 Responsible for innovation, investigation and implementation of ICT developments eg, telecommunications, electronic registration
5.3 To be responsible for system back-ups and installation of new software onto the system.
5.4 To be prepared to undertake system work and upgrades at efficient times for the system to be down.

## 5. Miscellaneous
- Maintain system maintenance documentation.
- Maintain hardware and software inventories.
- To monitor and maintain the ICT budget and keep records in order to complete reports.??
- Receive and check deliveries and associated invoices and pass these for payment.

## 6. Statutory responsibilities
- Uphold the policies and procedures of the school and Local Authority with regards to safeguarding
- Advise on Information Security measures advised by the National Cyber Security Commission to ensure protection of the network and all data held from external and internal threats.
  https://www.ncsc.gov.uk/section/information-for/small-medium-sized-organisations
  (nothing specific for schools, but guidance relevant to all)
  https://www.ncsc.gov.uk/information/resources-for-schools

- (Something about GDPR risks and responsibilities)
- Carry out your duties with due regard to current and future School's/LA's policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, ongoing performance development and through School communications.


Please click here to read our safeguarding policy.
Alternatively go to:
https://jobs.kirklees.gov.uk/GenText.aspx?page=page1