**Batley Multi Academy Trust - Job Description**

| **Trust/School Post:** | **Batley Grammar School** |
| --- | --- |
| **Department:** | **Trust IT** |
| **Post:** | **IT Technician** |
| **Grade:** | **5** |
| **Accountable to:** | **Director of IT** |
| **Responsible for:** | **Not applicable** |
| **Purpose of Job** | |
| Under the direction and guidance of the Director of IT the IT Technician will provide an efficient, technical support service across the family of Trust schools. | |
| **Responsibilities** | |
| **Technical ICT Support**   * To set up workstations in required locations ensuring that systems are switched on, ready for use and operating correctly. * To assist in providing first response support for application software and hardware problem-solving. * To provide assistance to teachers, learners and other members of staff in the basic use and setting up of computer equipment, software and procedures. * To install new software, hardware upgrades and replacement components as required. * To provide basic maintenance and cleaning support for all computer equipment and networks, including the connection and commission of new equipment, and security marking. * To assist in the preparation of material and equipment required for teaching to include the reproduction, printing and downloading of materials. * To carry out basic disc management on both file servers and workstations, restoring data as necessary and operating specified back up procedures. * To administer access security through operating user ID, password and access rights systems. * To assist with the maintenance and development of the School's internal systems such as the school app and website. * To monitor our e-safety software and report any concerns to the Safeguarding Lead.   **Health & Safety**   * To carry out routine Health and Safety checks on ICT, reprographics, and audio visual equipment reporting to the relevant senior leader/ line manager. * To operate a loan system for equipment internally and with other schools, advising on suitability of equipment. * In consultation with the line manager or SLT, maintain awareness of current developments through appropriate training. * To assist in supporting/advising learners.   **Administration**   * To operate an efficient system for the storage and distribution of hardware software discs and associated documentation (including loans and bookings). * To maintain appropriate inventory and cataloguing systems for new, existing and obsolete stock. * To organise for the repair and/or replacement of ICT, reprographics, and audio visual equipment including liaison with external suppliers and in consultation with senior leadership. * To make petty cash purchases and/or requisition for stock in line with the Trust/ school’s established financial and authorisation procedures. * To receive and check deliveries and associated invoices.   **Additional Information**   * Undertake any such duties commensurate with the post as directed by the Headteacher/Director of IT * As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the school’s responsibilities towards safeguarding. * A good knowledge and understanding of the Data Protection Act 2018 and a willingness and commitment to ensure compliance of this and any associated data-related legislation. * Develop and maintain an awareness of mental health issues affecting both colleagues and learners and in act in a supportive way that helps others and enables them to be open about any issues affecting them. | |

**Batley Multi Academy Trust - Employee Specification**

| **Post: IT Technician** | | **Grade: 5** | |
| --- | --- | --- | --- |

Please carefully read the notes of guidance enclosed with the application form and provide information to help us decide whether you meet the criteria below.

| **Qualifications, Skills, Experience** | **Essential/ Desirable** | **Method of assessment (Application/ Interview)** |
| --- | --- | --- |
| A minimum of 5 GCSEs Grade 4 – 9 (A\* –C) or equivalent including English and Maths. | E | A/ Certificates |
| ITIL Foundation or Higher Certification. | D | A/ Certificates |
| Experience of word processing, spreadsheets, databases, PowerPoint and other computer based systems.  Relevant previous experience in an IT technician role, or a role which includes similar duties and responsibilities.  Experience of working with Hyper-V or VMWare.  Working knowledge of a Windows based environment including Active Directory, DHCP, DNS and Group Policy.  Working knowledge of G Suite administration.  Understanding of networking in an education or business environment, including VLANs, VPNs, switches and routers. | E  E  E  E  E  E | A/I  A/I  A/I  I  I  I |

| **Performance Attributes**  *Please note, all the following criteria are* ***essential*** | | **Method of assessment** |
| --- | --- | --- |
| Good literacy and numeracy skills.  Highly developed IT skills. | | A/I  I |
| Effectively communicates and exchanges orally or in writing information to inform others, including colleagues and learners. | | A/I |
| Works cooperatively as part of a team, taking responsibility for activities as directed.  Makes a contribution to working flexibly with colleagues within the team and supports others to achieve shared goals. | | I  I |
| Good organisation skills.  Takes a flexible approach to changing priorities or unexpected situations. | | A/I  A/I |
| Consistently performs to the best of their ability as directed Trust’s policies and procedures and delivers an efficient and effective service.  Reflects on performance and is committed to improving services. | | I  I |
| Problem solving skills. | | A/I |
| Recognises the importance of continued professional development. | | A/I |
| Represents the school/ Trust with integrity and professionalism.  Flexible approach and adapts to change in a positive manner.  Able to work under pressure. | | I  A/I  I |