**Batley Multi Academy Trust - Job Description**

| **Trust/School Post:** | **Batley Grammar School** |
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| **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.
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**Batley Multi Academy Trust - Employee Specification**

| **Post: IT Technician** | **Grade: 5** |
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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. | EEEEEE | A/IA/IA/IIII |

| **Performance Attributes** *Please note, all the following criteria are* ***essential***  | **Method of assessment**  |
| --- | --- |
| Good literacy and numeracy skills.Highly developed IT skills. | A/II |
| 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. | II |
| Good organisation skills.Takes a flexible approach to changing priorities or unexpected situations. | A/IA/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. | II |
| 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. | IA/II |