**Recruitment Advertising (Schools)**

**Please fill in the details below. The information you provide will help to create an advert to attract the right type of candidate to your role.**

**Name of School: Islamia Primary School**

**Address of School: 129 Salusbury Road, London NW6 6PE**

**Name of Head Teacher: Mr Babar Mirza**

**Tel: 020 73722532**

**Job Title: ICT and Media Administrator**

**Salary: Negotiable based on experience**

**Hours: 36 hours (5 days)**

**Closing Date: 9am on Fri 25th August 2017**

**Interview Date: w/c 28th August 2017**

**Start Date: September 2017**

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| ICT and Media Administrator (Full Time) |
| Islamia Primary School (established on 1983) is a two form entry faith based voluntary-aided school situated in North West London. We are a consistently ‘Good’ school aspires to be nothing short of excellent in all aspects of school life and we work hard to nurture and produce a generation that contributes positively to the wider community  The school is seeking to appoint a self-motivated, dynamic and confident individual to the post of **ICT and Media Administrator**. Our aim is to have a diverse and inclusive workforce where people are respected for who they are. We embrace and celebrate cultural diversity in the workplace and value the strengths it brings us as an organisation.  **We can offer:**   * Genuinely committed, hard-working, friendly staff (you will feel like part of a family). * The opportunity to work strategically with the business manager and Headteacher. * Excellent facilities * Commitment to staff wellbeing and personal development. |
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| Fixed Term (1 year) with opportunity for renewal.  **Responsibilities include:**  Technical Support:   * Resolve basic problems associated with operating systems, networks, software, hardware, printers etc around the school * Record support requests, outcomes and time taken in the support log * Ensure that a supply of consumable items such as printer cartridges and toners are maintained and reordered as required * Ensure back-ups of our network servers at specific intervals Ensure virus protection is kept up to date * Ensure projectors or screens are pro-actively maintained * Maintain the hardware inventory with new and updated equipment in accordance with audit requirements * Maintain the school tablets PCs, installing apps etc * Maintain the school domain, adding and deleting staff and pupils as they join or leave the school. * Undergo any training linked to the development of ICT and disseminate the training to others   Support the Pupils by:   * Ensuring that, as far as possible, pupils are not exposed to inappropriate materials on the internet * Working with staff, parents and pupils to promote safe use of ICT equipment and sites at school and at home * Support in the identification of software and hardware that can aid children with specific educational needs   Support the Teachers by:   * Preparing classrooms and halls for ICT activities as appropriate * Delivering tablets PCs / laptops to classrooms in accordance with the timetable Supporting teachers in planning and delivering the National Curriculum   Support the School by:   * Being aware of and following all school policies and procedures, in particular policies relating to the use of ICT equipment and sites * Maintaining the school web site and ensuring that information is accessible and up to date (including all DfE statutory requirements). * Updating all school social media accounts. * Ensuring that all staff, parents and pupils are using LGfL * Working with the ICT Subject Coordinator to develop the use of LGfL * Working with the School Business Manager and ICT Subject Coordinatorto prepare an action plan linked to required investment to ensure that ICT equipment meets the needs of the curriculum * Identifying possible ICT requirements and develop outline specifications for solutions * Obtaining quotes, which represent best value for the new ICT equipment/repairs etc * Running workshops, training events, family learning and clubs to promote the use of ICT * Being a member of the Governors ICT Planning Group and support the strategic direction of ICT in the school * Ensure tablets PCs and laptops are put on charge and securely stored overnight * Ensure the safe disposal of obsolete equipment, used consumables and waste materials in line with recognised procedures and legal requirements * Support admin staff to complete Census submission. * Support the smooth running of the schools access control system * Maintain an up-to-date inventory of ICT software and licences in school * Ensure routine safety checks, including electrical tests are carried out and appropriate records maintained |
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| **We are looking for someone who:**   * Has previous experience in similar school role (Experience of using SIMS and LGfLpreferred) * Experience of updating content websites and Facebook / Twitter accounts. * Committed to working with teachers, children and their families. * Has good interpersonal skills and the ability to support colleagues. * Can work strategically with staff. * Can be a positive role model. * Respectful of the school’s ethos * Punctual. * Ability to multi task and meet deadlines. |
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| **How to apply:**  All applicants will be asked for:   * An enhanced DBS check * References will be sought on shortlisted candidates before the interview   If you are interested in this role, please email Gillian McEvoy on [gmcevoy5.304@lgflmail.org](mailto:gmcevoy5.304@lgflmail.org) . |
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| **Brent Schools are committed to safeguarding and promoting the welfare of children. Successful applicants will be required to undergo a DBS check.** |