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| **Job Description**: ICT Network Engineer**Grade:** Grade F 36 hours per week term time only + 4 weeks |
| **Responsible to** | E Learning Manager/Business Manager |
| **Core purpose** | To be responsible for undertaking the implementation, maintenance and upkeep of school ICT systems and software. Contribute to the planning and development of the school ICT support service. |
| **Principle responsibilities** |
| **Operational** | * To contribute to the management of the school’s ICT support service including development, installation and maintenance of systems and resources
* Contribute to the development of related school policies, procedures and practices in accordance with legislation and school Ofsted recommendations.
* Assist in ensuring that legal and contractual obligations relating to ICT resources, systems and services are met.
* Provide technical advice and guidance on ICT issues to the staff and the senior leadership team as required.
* Assist in researching, planning and implementing improvements and developments in technology.
* Ensure appropriate software and hardware systems support curriculum, examination and school requirements, recommending improvements as necessary.
* Ensure that ICT hardware and software across the school is functional and ready for use in accordance with curriculum requirements.
* Install and remove software and monitor its use, capacity and security ensuring upgrades and backups are deployed as required.
* Ensure appropriate use of school systems, identifying and reporting any breaches as necessary.
* Undertake minor technical repairs and arrange, when necessary, for external contractors to undertake maintenance work.
* Provide technical problem solving on hardware and software issues.
* Advise and guide staff and pupils on ICT issues to support their learning.
* Lead on the development of the school website and e-learning systems enabling and supporting access from within school and remotely.
* Procure hardware, software and related equipment and supplies for the ICT support service.
* Liaise with contractors and external technical support providers as required.
* Monitor the use of ICT supplies and replenish stocks as necessary.
* Responsible for the maintenance of all necessary records, including inventories and disposal of equipment.
* Oversee the installation, provision and maintenance of ICT equipment.
* Deliver training and support to staff and pupils in the use of software and hardware.
* To carry out such duties which reasonably correspond with the general character of the post and are commensurate with its level of responsibility.
* Analyse ICT information and data and produce reports for the school leadership team
* Promote effective use of ICT communication systems both within and outside the school environment
* Manage the installation, provision and maintenance of ICT equipment
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| **Developing self and working with others** | * Take part in annual staff performance review with line manager
* To create and maintain good working relationships with all members of the school community.
* Provide continuous support to students to enable them to maintain their education.
* Set an example to students in work ethic, conduct, dress code, punctuality and attendance.
* Recognise own strengths and areas of expertise and use these to advise and support others.
* Show a duty of care and take appropriate action to comply with Health and Safety requirements at all times.
* Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory
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| **Duties** | * To play a full part in the life of the School community, to support its ethos and to encourage students to follow this example.
* To promote actively the School’s corporate policies.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. |

The job description is not necessarily a comprehensive definition of the post and the staff member may be required to undertake such other tasks appropriate to the level of appointment as the Head teacher may require. It will be the subject of review and may be modified or amended after consultation with the post holder.

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