

INVICTUS

Education Trust

JOB DESCRIPTION

JOB TITLE: IT Technician

DEPARTMENT: Invictus HQ/Wombourne High School

SALARY RANGE: Grade 5

REPORTING TO: Executive Network Manager

RESPONSIBLE FOR: None

LIAISING WITH: CEO, Headteachers, Senior Leadership Team, Governors, teaching and support staff, outside agencies, and the Trust's central team

Main purpose:	<p>Under the instruction/guidance of Central Network Managers to provide day to day support of ICT systems within the Trust's schools.</p> <p>To provide assistance and advice at meeting the practical needs of the ICT curriculum area.</p>
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MAIN DUTIES:

General Duties	<p>Use specialist skills/training/experience to support students</p> <p>Provide feedback to students in relation to progress and achievement</p> <p>Install, maintain and upgrade desktop hardware and software</p> <p>Perform a wide range of hardware repairs and upgrades</p> <p>Detect, diagnose and resolve most PC, printer and peripheral device faults</p> <p>Follow instructions to install client/server applications</p> <p>Identify application compatibility issues</p> <p>Install, support the network infrastructure</p>
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Create and maintain user accounts and user permissions

Install and set basic configuration options for equipment such as switches and routers

Manage the structure of an intranet

Monitor system logs

Assist in creating and implementing a structured approach to rolling out new hardware or software, including procurement, testing and assessing the need for user training

Manage the collection of, access to and storage of data

Manage annual portable equipment testing (PAT Testing) schedule for IT equipment.

Assist with financial planning for ICT and help estimate future budget requirements

Contribute to planning, development and organisation of systems/procedures/policies

Be responsible for maintaining records, information and data, producing analysis and reports as required

Promote and ensure the health and safety and good behaviour of pupils at all times

Demonstrate and assist in the safe and effective use of specialist equipment/materials.

Provide specialist advice and guidance as required

It is the responsibility of all adults employed at Invictus Education Trust to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children or young people

Be aware of, and comply with, policies and procedures relating to child protection, health & safety, security, confidentiality and data protection, reporting all concerns to an appropriate person

Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop

To take a full part in promoting the good name of the Trust and contributing positively to the overall ethos/work/aims of the Trust and ensure equal opportunity for all

Establish constructive relationships and communicate with other Trust employees/agencies/professionals, in liaison with teachers, to support achievement and progress of students and the individual needs of each school

Participate in training, other learning activities and performance development as required

Recognise own strengths and areas of expertise and use these to advise and support others

Implement and assist with planned supervision of students out of lesson times for example; after school clubs, extra-curricular activities

Attend and participate in meetings as required

Where required comply with the Trust's Dress Code

To carry out other duties as required by the Headteacher or the Executive Network Managers

All staff employed by the Trust School will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising student achievement and effective team working.

	Any changes will take account of salary/status/hours and will be subject to discussion, in accordance with the guidance note on contractual changes
Staffing and Resources	<ul style="list-style-type: none"> • Positively engage in appraisal reviews as directed by your line manager • Contribute to appraisal reviews as directed by your line manager • Contribute to the recruitment and induction of new staff • Promote teamwork and effective working practices
Other professional requirements:	<ul style="list-style-type: none"> • Communicate with parents/carers and outside agencies where appropriate • Attend professional meetings as required • Be responsible for personal professional development and to keep up to date with educational initiatives that impact on the Trust and specifically in relation to Teaching and Learning • Actively engage in the Trust's appraisal process • Take part in the Trust's staff development programme • Attend and contribute to meetings • Work as a part of a team and positively contribute to effective working relationships • Take part in Trust events as directed by the CEO
Other Specific Duties	
<ul style="list-style-type: none"> • Play a full part in the life of the Trust community, to support its vision, mission and values • Be an ambassador of the Invictus ethos and to encourage and ensure staff and students follow this example • Be courteous to colleagues and be welcoming to visitors • Comply with the Trust's Health and Safety Policy and undertake risk assessments as appropriate <p>Whilst every effort has been made to outline the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to carry out any reasonable request to undertake work of a similar level that is not specified in this job description. This job description is current at the date shown but following consultation may be changed to reflect or anticipate changes in the job which are commensurate with the job title and salary</p>	
Support for the Trust	
<ul style="list-style-type: none"> • To take a full part in promoting the good name of the Trust and contributing positively to the overall ethos/work/aims of the Trust • Be aware of and comply with policies and procedures relating to child protection, health and safety, security confidentiality and data protection • Comply with the Trust's dress code • Attend and participate in meetings as required • Participate in training, other learning activities and appraisal as required • Recognise own strengths and areas of expertise and use those to advise and support others • It is the responsibility of all adults employed by Invictus Education Trust to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children or young people. 	
Safeguarding Requirements	
<p>We are deeply committed to safeguarding and promoting the welfare of Children and expect all Staff and Volunteers to share this commitment. All necessary Safeguarding checks will be undertaken which must have satisfactory outcomes, otherwise the conditional job offer may be withdrawn. Details of the checks that will be undertake can be found at: Keeping Children Safe in Education 2023</p> <p>This role has been assessed as working in regulated activity and is subject to an Enhanced DBS plus Children's Barred List Check.</p>	

It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

Positions at the school are exempt under the Rehabilitation of Offenders Act 1974 and as such appointment to a post will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS). DBS Filtering guidance can be found on the GOV.UK website.

<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>

Person Specification

Criteria	Essential	Desirable
Qualifications	<p>NVQ Level 3 in IT or equivalent qualifications/experience</p> <p>Level 4 (or equivalent) in English and Maths</p>	
Experience	<p>Experience of providing support for ICT systems in a workplace or educational environment</p> <p>A knowledge of both general and specific ICT Health and Safety issues relating to work for both self and all potential users</p> <p>Willing to undertake relevant training as required</p>	
Skills and knowledge	<p>Confident user and administrator of a majority of desktop applications including educational software</p> <p>Confident user and administrator of a majority of hardware and operating systems</p> <p>Understand the basic principles of structured cabling and the practicalities of connecting network devices</p> <p>Awareness of sever base systems for example School's MIS</p> <p>The ability to configure and connect a computer to an existing network</p> <p>Ability to deliver high quality service whilst under pressure</p> <p>Good time management and organisational skills</p> <p>Ability to deal with confidential information and an understanding of data protection</p> <p>To be self-motivated and able to work on own initiative</p>	
Personal qualities	<p>To be reliable and have high standards of punctuality and attendance</p> <p>To have a polite, friendly, professional, respectful and flexible approach to work and to be customer focused</p> <p>To have good communication skills</p> <p>Able to work constructively as part of a team, understanding school rules and responsibilities</p> <p>To be open and honest, to follow instructions and to take responsibility and accountability for own actions</p> <p>Demonstrate a 'can do' attitude and is adaptable to change with a positive, decisive and enthusiastic attitude</p> <p>Committed to the provision and improvement of quality service provision</p>	

	<p>Takes quick and effective action to meet the demanding workloads and commitments</p> <p>Ability to relate well to children and adults, able to form and maintain appropriate relationships and personal boundaries with children and young people</p> <p>To follow instructions</p> <p>To keep calm and retain 'cheerfulness' under pressure</p> <p>To maintain a clean and well organised working environment</p>	
Flexibility	To work flexibly to meet the needs of the Trust and its educational establishments. Can be required to work in any location within the Trust	

This job description/person specification may be amended at any time in consultation with the postholder.

Job Title:	IT Technician		
Chief Executive Officer's signature:	<i>T Bowles</i>	Date:	8 th June 2023
Postholder's signature:		Date:	