DRAYTON MANOR HIGH SCHOOL

www.draytonmanorhighschool.co.uk

WEBSITE AND IT OFFICER
Salary Scale 5 £23,097 - £25,140
Full-Time, Monday to Friday 8.30am – 4.30pm
(including school holidays)

We are seeking to appoint a full-time enthusiastic and well-qualified Website and IT Officer to provide IT hardware and software support and to manage the school's website, intranet and e learning tools.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to apply for an enhanced disclosure from the Disclosure and Barring Service (DBS). Further information can be found at www.homeoffice.gov.uk.

For further information and an application pack, please visit the Job Vacancy section of the school's website. For any other queries, please contact the school's Human Resources Department on 020 8357 5604.

Closing Date: 12 noon, Monday 25 February 2019.

No faxes, agencies or CVs

DRAYTON MANOR HIGH SCHOOL

JOB DESCRIPTION

POST   Website and IT Officer

JOB GRADE   Scale 5 (Range 22 – 25)

RESPONSIBLE TO   Senior Teacher Leadership Team / IT and Deputy IT Manager

JOB PURPOSE   To provide IT hardware and software support and to manage
the school's website, intranet and e learning tools

All staff have a responsibility for promoting and safeguarding the welfare of children and young
people for whom s/he is responsible or comes into contact with

**KEY TASKS (within areas of responsibility as agreed with the IT Manager based on the ongoing
needs of the school)**

- To work with the Communications Officer and be responsible for the implementation,
maintenance and infrastructure of the school's website, intranet and e learning tools

- To create and maintain a database of former students and develop the schools' former
student community through the website, communications and publication

- To ensure all data handled via the website, intranet and e learning tools is in accordance
with GDPR

- To support the Deputy IT Manager in the administration of the IT department

- To support the Deputy IT Manager to troubleshoot general hardware and software
problems around school

- To support the Deputy IT Manager in maintaining the hardware asset register

- To follow the appropriate systems to support the Deputy IT Manager in providing an IT
troubleshooting service to staff and student

- To assist the Deputy IT Manager in maintaining the school's computer systems, PC's, Apple
Macs, network hardware and software

- To assist the Deputy IT Manager in testing, installing and maintaining software and software upgrades/updates for students and staff

- To assist with the management of user accounts on the Network and the school's online tools

- To assist the Deputy IT Manager in maintaining stocks of IT consumables

- To document any new procedures for future reference

- To ensure the secure storage of AV equipment

- To maintain the AV booking system

- To provide staff and students support in the use of the AV equipment, including setting up equipment

- To maintain and repair equipment, liaising with suppliers

- To provide technical support for sound, lighting and other technologies at events including open evening, dance evening and awards evening

- To provide sound, lighting and AV support for other special events

- To carry out other duties and responsibilities, of a similar nature, and at a similar responsibility level to those described above which may be allocated from time to time

PERSON SPECIFICATION

POST TITLE   **WEBSITE AND IT OFFICER**

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	ESSENTIAL	**DESIRABLE**
Qualifications	• GCSEs or equivalent • A-Levels or equivalent in IT based subject	• Computer Science degree or equivalent • MSCA/MCTIP/A+/N+ certifications
Experience	• Experience in website design • 'Hands-on' experience of maintenance and repair of PC/Server and Print hardware • MS Office 2016/365 support • Liaising with third party suppliers	• Previous experience with music and video software and hardware equipment • Experience with stage lighting and sound • Experience of CMS administration • Network equipment administration
Ability / Skills	• Knowledge of varied hardware and software within IT • Knowledge of internet protocols • Competency in repair and maintenance skills • Good communication skills • Good problem solving skills • Commitment to safeguarding and promoting the welfare of children and young people	• Web development skills • Working knowledge of Apple operating systems • Working knowledge of server and network topologies
Equal Opportunities	• Awareness and understanding of equal opportunity issues	
Safeguarding	• Commitment to safeguarding and promoting the welfare of children and young people	
Disposition	• Ability to work under pressure • Ability to prioritise effectively • Enthusiasm to develop an effective and efficient support service • Ability to work with others at a variety of levels • Ability to operate independently and as part of a team	• Innovative and creative disposition