



**Job Title:** Federation ICT Systems Administrator

**Responsible to:** Lead Headteacher/Head of School

**Responsible for:** None

**Grade:** Scale 6 Spine Point 18 – 20

**Salary:** £28,752 - £29,796

35 hours per week (all year round)

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### **Main Purpose**

To complement the professional work of management and teacher by taking responsibility for the efficient administration and upkeep of the ICT systems throughout the school.

### **Main Responsibilities and Duties**

- Oversee the network and server;
- Ensure that data is backed up on a regular basis.
- Carry out computer 'housekeeping' tasks including ensuring that resources are being maintained at a high standard;
- Provide IT support to computer users within the organisation;
- Provide a 'first port of call' and initial trouble shooting of IT problems and resolving if possible;
- Logging all IT problems and resolutions;
- Liaising with external support agencies;
- Overseeing file management on centralised resources (e.g. server) and on individual workstations;
- Inducting new staff on IT systems;
- Keeping website updated;
- Keeping inventory of hardware and maintenance records;
- Responsible for maintaining assets related with IT interface such as Photocopiers, Fax, Postage machines, Smart boards, etc, including liaison with agencies for servicing and fixing of issues.
- Input into one-off projects such as database development;
- Keep abreast of IT technology, maintain library of information;
- Advise on training needs and courses available.
- Liaise with Network Service Provider for quality of provision across the site.
- Support of Robo Challenge and CLC (City Learning Centre).



- Support leadership team to deliver strategies for ICT to support curriculum.
- Support teachers during ICT lessons.
- Support and run an ICT computer afterschool club

### **Support for Teaching Learning & Marketing**

- Support pupils' access to learning using appropriate strategies, resources etc.;
- To work effectively with all members of staff to pursue the school's policies and procedures;
- Support staff in the maintenance of record keeping systems and processes
- Actively seek information regarding, and utilise, the range of activities, courses, organisations and individuals to provide support for pupils to broaden and enrich their learning
- Determine the need for, prepare and use specialist equipment, plans and resources to support pupils
- Ensure that all working areas are maintained in accordance with policy and procedures and comply with Health and Safety Standards.
- Liaise with other schools to extend the opportunities offered in the curriculum.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Participate in training and other learning activities as required
- Be responsible for the provision of out of school learning activities involving IT within guidelines established by the school as appropriate
- Attend and participate in relevant meetings both during and after the school day as required
- To develop systems which provide clear value for money, have the capacity to support longer – term organisational growth, and which support economies of scale, thereby optimising resources for learning and teaching.
- Ensure the development of a marketing and communication strategy which promotes the federation and defines the vision, aims and goals.
- Drives with future changes and works with the EHT and the HOSs to implement change in planned marketing activities.
- Monitors and assures the impact of the marketing activities against agreed aims.
- Lead and develop effective and consistent methods of communication across all channels.
- Challenge and influence the marketing channels used by the federation to communicate with parents and the community.
- Develop and adapt marketing activities to respond to any issues
- Commission marketing and promotional materials consistent with the federation brand e.g. prospectus, website, etc.
- Monitor and propose media engagement.
- Develop and deliver marketing and communication strategies and understand how to apply this to the educational sector.
- Have a full understanding of the statutory legislation that applies to all marketing activities and be able to research and take advice where necessary.
- Have full understanding of the communication channels available in the market and the associated benefits and is able to research and take advice where necessary.



- Being responsible for the public image of the organisation in the day to interaction with key stakeholders and customers
- It is essential when working that you are completely aware and responsibilities at all of **GDPR**.
- Being responsible for events arrangements – Communication, recording of videos/photos, publishing, etc.
- Any other job, responsibility, tasks as per school's and management demand.

**Safeguarding**

To have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority

**Person Specification**

<p><b>Experience</b></p>	<ul style="list-style-type: none"> <li>• Experience working with children of relevant age</li> <li>• Experience of working with pupils with additional needs &amp; EAL</li> <li>• Experience of managing and support IT within a school</li> </ul>
<p><b>Qualifications/</b></p>	<ul style="list-style-type: none"> <li>• Excellent numeracy/literacy skills – equivalent to NVQ Level 2 in English and Maths</li> </ul>



<b>Training</b>	<ul style="list-style-type: none"><li>• ICT training undertaken</li></ul>
<b>Knowledge/Skills</b>	<ul style="list-style-type: none"><li>• Full working knowledge of relevant polices/codes of practice/legislation</li><li>• Working knowledge of national curriculum and other relevant learning programmes</li><li>• Understanding of principles of child development and learning processes and in particular, barriers to learning</li><li>• Ability to self-evaluate learning needs and actively seek learning opportunities</li><li>• Ability to relate well to children and adults</li><li>• Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.</li><li>• Knowledge of Schools' networks, Windows Server 2012 R2 and G-Suite is essential.</li></ul>