

Russet House School & Enfield Advisory Service for Autism

Job Description

Post Title:	IT Technician
Grade:	S01
Hours:	20 hours per week, 41 weeks per year (2 weeks during school holidays)
Responsible to:	School Business Manager

NB -

- All references to 'school' in the information below also include the Enfield Advisory Service for Autism (EASA) which is affiliated to the school
- Russet House School is based at its Main Site in Autumn Close and has a Satellite provision at Suffolks Primary School.
- EASA is based at Bell Lane and Russet House School.
- The IT Technician will be based at Russet House School but will be required to travel to other sites on a regular basis (all sites are in within 1.5 miles of the main school site).

Purpose of role

- To be responsible for the delivery and effective deployment of the IT system and the maintenance and support of IT networks, IT security and associated technologies across all sites.
- To ensure the school is compliant with data protection and GDPR.

Main Duties

- To be responsible for the operational management and day-to-day deployment of IT services supporting teaching and learning, and also the business and administrative functions across all school sites.
- To manage outsourced/external IT contractors or IT related service providers and suppliers, sourcing the most cost effective contractors/suppliers, overseeing their activities and monitoring performance in liaison with the School Business Manager.
- To be responsible for the installation, management and updates-patching of network related hardware and software. (Including servers, printers (follow me), apple IOS devices (using MDM) cloud services i.e. google workspace, office 365, Intune, network and storage infrastructure and onsite/remote backup)
- To ensure that the network is integrated effectively across all school sites and to ensure the day-to-day operation of these systems (including access/broadband connectivity) is efficient. This will include running regular network checks.
- To develop projects to extend the network to other sites in the future if required.
- Ensure that school systems are secure, that antivirus/antimalware software is regularly updated, and filtering systems are in place in order that school, pupils and staff are safeguarded.
- Set up equipment such as laptops, projectors, interactive whiteboards, interactive screens (plasma), audio-visual systems, Printers/Photocopiers, iPads, and other specialist IT equipment, ensuring that systems are ready for use, operating correctly and school and pupils are safeguarded.
- To train staff as necessary in the operation of this equipment.
- To support the School Business Manager in all procurement procedures for IT, including providing advice in relation to warranties etc.
- To write an annual IT Development Plan which includes recommendations for improving systems and procedures, maintenance schedule for IT equipment and upgrades.
- To manage the remote access, wireless network infrastructure, Switches, VoIP phone infrastructure and on-site and Cloud Backup.
- Ensure the safe disposal or recycling of obsolete equipment, used consumables and waste materials in line with recognised procedures and legal requirements, in consultation with the School Business Manager.
- Maintain an up-to-date inventory of IT hardware and software in liaison with the School Business Manager.
- To ensure that all licenses are up-to-date and compliant.
- To manage the system for loaned IT equipment to staff.

January 2023

All Schools, PRUs and other Services within Enfield are committed to Safeguarding and promoting the welfare of children and young people. Therefore all employees and workers within Russet House School are expected to share this commitment.

Staff are expected to comply with any reasonable request from the Headteacher 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 in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the job title, purpose and grade.