# STAR ACADEMIES

*Nurturing Today's Young People, Inspiring Tomorrow's Leaders*

## JOB DESCRIPTION

| | | | |
|---|---|---|---|
| **Job Title:** | ICT Technician | | |
| **Base:** | The Valley Leadership Academy | | |
| **Reports to:** | Business Manager | **Scale:** | S5 (SCP 12-17) |
| **Staff Responsibility for:** | As assigned | **Salary:** | £21,589 to £23,836 FTE<br>Pro rata equivalent<br>£19,909 to £21,982<br>A recruitment and retention allowance of £2000 per annum will be payable to the successful candidate' |
| | | **Term:** | Permanent<br>Full Time<br>Full Year |
| **Additional:** | - | | |

### JOB PURPOSE SUMMARY

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

### KEY RESPONSIBILITIES AND ACCOUNTABILITIES

#### 1. Managing the Software and Hardware in the School

1.1 Procure, install and manage educational and office software as needed.

1.2 Procure, install and manage educational and office hardware as needed.

1.3 Procure ICT consumables in a timely manner to avoid temporary loss of ICT facilities such as printers and copiers.

1.4 Ensure effective value-for-money when procuring ICT resources for the school, in conjunction with Star Academies Central ICT Team.

1.5 Maintain an accurate inventory of ICT resources across the school.

1.6 Ensure the reliable and high quality delivery of ICT systems to support efficient learning in the classroom.

1.7 Provide training to staff as and when needed to ensure the safe and effective use of software and hardware.

1.8 Undertake regular audits of software and hardware, particularly student and staff laptops, to ensure that it has the latest protective software and data consistent with the school's Acceptable Use policies.

1.9 Ensure that copyright, data protection and licensing regulations are upheld at all times.

1.10 Make best use of all resources to support the learning and attainment of students.

## 2. Managing the School ICT Network

2.1. Liaise with the Star Academies Central ICT Team to ensure the effectiveness of ICT services at the school.

2.2. Ensure regular back-up of data and efficient recovery of lost data when needed.

2.3. Develop and ensure delivery of an 'ICT Disaster Recovery Plan'.

2.4. Undertake regular audits and house-keeping to ensure that network storage capacity is managed effectively.

2.5. Ensure that the school's network and ICT resources are kept secure.

2.6. Add/delete learners and staff from the network as needed and appropriate.

2.7. Implement the school's ICT Security and Acceptable Use policies.

2.8. Maintain and upgrade the school's ICT network as and when needed.

2.9. Manage the allocation of printer credits and access rights as required, in accordance with the school's policies.

2.10. Liaise with external stakeholders (Local Authority) to maintain the effectiveness of the ICT network.

## 3. Supporting Learners and Staff

3.1 Provide ICT training to learners, parents and staff as needed.

3.2 Deliver enrichment activity for learners outside of school hours.

3.3 Promote the safe and innovative use of ICT, including outside of school – particularly with respect to the internet and social networking.

3.4 Support the induction of new staff and learners, with respect to the use of the range of ICT within the school.

## 4. Relationships with others

4.1. Maintain good working relationships with colleagues, students, parents/carers, governors, the community, the Trust and Local Authority and ensure all communication is consistent with the school's ethos.

4.2. Demonstrate the highest standards of commitment to the school and its community.

## 5. Other responsibilities

5.1 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.

5.2 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.

5.3 Contribute to the wider life of the Trust and the Star community.

5.4 Carry out any such duties as may be reasonably required by the Trust.

## 6. Records management

6.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

*This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.*

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## PERSON SPECIFICATION

| | | | Assessed by: | |
|---|---|---|---|---|
| **No** | **CATEGORIES** | **Essential/ Desirable** | **App Form** | **Interview/ Task** |
| **QUALIFICATIONS** | | | | |
| 1. | 5 A*- Cs at GCSE including English and Maths. | **E** | ✓ | |
| 2. | Qualification or training relating to ICT Technician role. | **E** | ✓ | |
| 3. | Evidence of Continuous Professional Development. | **E** | ✓ | ✓ |
| **EXPERIENCE** | | | | |
| 4. | Supporting ICT use in a school setting. | **E** | ✓ | ✓ |
| 5. | Trouble-shooting software and hardware issues in a timely manner. | **E** | ✓ | ✓ |
| 6. | Managing an ICT network effectively. | **E** | ✓ | ✓ |
| 7. | Procuring ICT resources with value-for-money. | **E** | ✓ | ✓ |
| 8. | Partnership and team working. | **E** | ✓ | ✓ |
| **ABILITIES, SKILLS AND KNOWLEDGE** | | | | |
| 9. | Ability to procure, install and manage educational and office software. | **E** | ✓ | ✓ |
| 10. | Ability to procure, install and manage educational and office hardware. | **E** | ✓ | ✓ |
| 11. | Ability to manage the school's ICT network – including back-up and recovery of data. | **E** | ✓ | ✓ |
| 12. | Ability to liaise with external stakeholders to provide effective ICT support. | **E** | ✓ | ✓ |
| 13. | Ability to promote the safe and secure use of the internet. | **E** | ✓ | ✓ |
| 14. | Ability to deliver enrichment activity to small groups of learners. | **E** | ✓ | ✓ |
| 15. | Ability to deliver ICT training to small groups of staff. | **E** | ✓ | ✓ |

| | | | Assessed by: | |
|---|---|---|---|---|
| **No** | **CATEGORIES** | **Essential/ Desirable** | **App Form** | **Interview/ Task** |
| 16. | Ability to maintain an accurate inventory of school ICT resources. | **E** | ✓ | ✓ |
| **PERSONAL QUALITIES** | | | | |
| 17. | Absolute commitment to safeguarding and delivering the school's Acceptable Use of ICT policies. | **E** | ✓ | ✓ |
| 18. | Commitment to delivering enrichment for learners and training for staff beyond the school day. | **E** | ✓ | ✓ |
| 19. | Highly organised, literate and articulate. | **E** | ✓ | ✓ |
| 20. | A passionate belief in the school's mission statement. | **E** | ✓ | ✓ |
| 21. | A strong belief in the value of education in developing citizens. | **E** | ✓ | ✓ |
| 22. | Highest levels of professional and personal integrity. | **E** | ✓ | ✓ |
| 23. | A strong commitment to inclusion and overcoming barriers to learning and achievement. | **E** | ✓ | ✓ |
| 24. | Personal resilience, persistence and perseverance. | **E** | ✓ | ✓ |
| 25. | Commitment to the pursuit of Continuous Professional Development by oneself and others. | **E** | ✓ | ✓ |
| 26. | A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'. | **E** | ✓ | ✓ |
| 27. | A strong commitment to the Trust value of 'Service'. | **E** | ✓ | ✓ |
| 28. | A strong commitment to the Trust value of 'Teamwork'. | **E** | ✓ | ✓ |
| 29. | A strong commitment to the Trust value of 'Ambition'. | **E** | ✓ | ✓ |
| 30. | A strong commitment to the Trust value of 'Respect'. | **E** | ✓ | ✓ |
| 31. | Commitment to support Star Academies' agenda for safeguarding and equality and diversity. | **E** | ✓ | ✓ |
| 32. | Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment. | **E** | ✓ | ✓ |