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| ***DSATlogo*** | ***The Diocese of Sheffield Academies Trust***  ***Flanderwell Early Excellence Centre***  ***Greenfield Court***  ***Flanderwell***  ***Rotherham***  ***S66 2JF***  ***Tel: 01709 718640***  ***Email: DSAT@rgfl.org*** |  |

**THE DIOCESE OF SHEFFIELD ACADEMIES TRUST**

**JOB DECSRIPTION:** ICT Technician

**SALARY DETAILS:** £17,711

**JOB DETAILS:** 37 Hours a week, term-time plus 2 weeks, permanent

**CLOSING DATE:** Friday 30th August 2019

**General**

To help raise attainment in ICT across the DSAT schools, by ensuring hardware resources are well maintained and by ensuring that staff, pupils and parents are supported in using ICT to support learning.

**Duties**

The ICT technician will be a member of a multi-disciplinary team, line managed by the Business and Operations Executive and the Head of ICT. He/she will be responsible for system wide technical support to curriculum and administrative PCs, laptops, printers and the different network installations and configurations.

**Specific duties will include:**

**Technical Support: Admin and curriculum across the schools**

* Resolve basic problems associated with operating systems, networks, software, hardware, printers etc. in the suite, office and around school.
* Ensure the integrity of both schools on premises (where appropriate) and cloud based (Redstor / RBUSS) backup systems.
* Ensure virus protection is kept up to date.
* Liaise with schools to ensure the hardware database is updated with new and equipment following school policies for audit requirements.
* Installation of new software, and documenting its use on the hardware database.
* Maintaining the school AD; adding and deleting staff and pupils as they join or leave the school.
* Periodically audit security of schools based AD networks to ensure necessary user access restrictions are in place with regards to safeguarding of sensitive information.
* Manage requests from schools related to the DSAT Office 365 email system (add / delete users, create / amend distribution lists, add aliases, create forwardings etc.).
* Migration of email accounts to the DSAT Office 365 tenant.
* Undergo any training linked to the development of ICT and disseminate the training to others.
* Commitment to stay up to date with MS cloud based and virtualisation technologies (Azure, Hyper-V etc.) in order to support DSAT's long term plan to move more services off premises.
* Design, build and installation of new on premises MS servers & associated Hyper-V VMs (which may include migration of VMs from one server to another).

**Support the Pupils in each school by:**

* Ensuring that as far as possible, pupils are not exposed to inappropriate materials on the internet.
* Working with staff, parents and pupils to promote safe use of ICT equipment and sites at school and at home.
* Working to establish a supportive relationship with children and parents.
* Encouraging acceptance and inclusion of all children with special needs.

**Support each of the Schools by:**

* Being aware of and following all school policies and procedures, in particular policies related to the use of ICT equipment and sites.
* Being aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate.
* Maintenance of DSAT Smoothwall firewall (managing requests from schools to add sites to whitelist / block list, maintaining links from Smoothwall to schools' ADs, troubleshooting application internet access issues).
* Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post.
* Work with the central DSAT team and school leaders to prepare an action plan linked to required investment to ensure that ICT equipment meets the needs of the curriculum.
* Obtain quotes, which represent best value, for new ICT equipment/ repairs etc.
* This job description may be amended following discussion between the CEO and member of staff, and will be reviewed annually.