Limehurst Academy

A Specialist Sports College

JOB DESCRIPTION

Job Title: IT Services Technician

Scale: 4, (points 9-12)

Responsible To: IT Services Manager

Job Purpose: To support the IT Services Manager in providing an IT service for school staff and pupils & external customers.

MAIN DUTIES AND RESPONSIBILITIES:

1. To support the IT Services Manager to meet the academic, pastoral and other needs of students by improving the quality of teaching and learning, thereby helping all students to achieve their full potential by ensuring the availability of fully operational curriculum and administrative IT networks throughout the school & external customers.
2. Install, maintain and upgrade software to enable all students and staff to make full use of all available IT equipment and systems.
3. To advise staff in the use of software to enable them to improve the quality of teaching and learning for students.
4. To assist staff and students to resolve problems with the use of hardware and software, to ensure that students can maximise the use of available IT equipment and systems thereby maximising their understanding of the range of learning opportunities and the quality of work.
5. To carry out repairs to hardware not covered by 'warranties' and within own ability, to arrange other maintenance, to ensure maximum availability and cost-effectiveness of all IT equipment in the school.
6. To ensure the efficient management of IT security/backup systems throughout the school, by following agreed procedures to comply with Data Protection regulations and minimise potential data loss.
7. Ensure software is correctly licensed to ensure that the school complies with legislative and other requirements.

8. To control stock and order IT equipment, getting approval for purchases where necessary, to ensure value for money and minimum disruption to usage of IT equipment by students and staff.

SPECIAL FACTORS:

This post is subject to a check being carried out at an Enhanced level by the Disclosure & Barring Service regarding any previous criminal record.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Limehurst Academy is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Disability Discrimination Act 1995 and the Equality Act 2010 to accommodate a suitable disabled candidate.

PERSON SPECIFICATION

Job Title: IT Services Technician

Grade: 7

	Essential	Desirable	How assessed
Qualifications • BTEC National NVQ2 or equivalent • CompTIA A+ / Network+ / MCP certifications	✓	✓	App/Doc/Ref
Experience • IT Skills including knowledge of Windows 10 & Networking • Knowledge of Microsoft Server 2012/2019 • Knowledge of MIS Systems • Technical experience of installing and maintaining IT equipment	✓ ✓ ✓	✓	App/Int/Ref
Knowledge • Knowledge of child protection and health and safety procedures. • Good knowledge of resources, equipment and safety procedures	✓ ✓		App/Int/Ref
Skills/Attributes • Self motivating and resilient • Ability to develop effective partnerships • Ability to work independently • Knows the policies and procedures relating to safeguarding	✓ ✓ ✓ ✓		App/Int/Ref

Skills/Attributes • Good organisation and planning skills • Flexible approach to work and a willingness to undertake training where necessary • Ability to work under pressure, self motivated and show initiative • Ability to relate to pupils and staff	✓ ✓ ✓ ✓		App/Int/Ref
General Circumstances • Attendance - evidence of regular attendance at work. • Possession of a valid driving licence and access to a vehicle • An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations.	✓ ✓	✓	App/Ref/ App/Int
Factors not already covered Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995 and the Equality Act 2010.	✓		App

App = Application Form
Int = Interview
Ref = Reference