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| **Job Title:** Network Technician | **Salary:** Grade 2 SCP 11-19  £17,007 - £19,446  (depending on experience) |
| **Responsible to:** Assistant Headteacher – HR/Finance/Facilities, Headteacher, Governing Body and CORE Education Trust | **Location:** Arena Academy |

***This job description is a guide to the work you will initially be required to undertake. It may be reviewed from time to time to meet changing circumstances.***

**Job purpose:**

To ensure that the Academy’s network infrastructure is fit for purpose, runs efficiently, is secure and backed up.

**Main responsibilities:**

* To ensure dedicated IT areas are ready for use each day and that they are in good working order at the end of the day.
* Resolving issues around both IT hardware and software to support the effective and efficient delivery of lessons.
* To support in the development of the network.
* To oversee the integrity of data in the school Management Information System.
* Maintain the integrity of the network, including back-ups when appropriate and protection from viruses.
* To support the collection, collation, processing and storage of data and information to comply with school reporting requirements.
* To maintain a comprehensive database of all support requests and their resolution.
* To ensure the provision of technical support for teaching and recording; visual, audio and data.
* Support adherence to ICT policies, including those relating to safeguarding and internet usage.

**Resources:**

* Operate relevant equipment/ICT packages (e.g. MS Office, internet, intranet, MIS, E-mail)
* Keep up to date of developments in IT
* Monitor and control devolved IT budgets
* Safeguard and maintain stock levels e.g. consumables
* Provide advice and guidance to staff, students, parents/carers and others

**Staff Development:**

* Developing own skill set to meet the needs of a growing academy as well as providing support for staff development.
* Participate in whole school CPD programmes.

**Safeguarding:**

* Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding and Safe Practices policy within the school.
* Comply with the school’s Safeguarding Policy in order to ensure the safety and welfare of children and young persons.

**Personal Responsibilities:**

* To play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
* To actively promote academy policies and procedures.
* To comply with the academy’s Health & Safety policy and undertake risk assessments as appropriate.
* To attend meetings scheduled in the academy calendar punctually.

**Notes:**

* The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
* This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
* The duties may be varied to meet the changing demands of the academy at the reasonable discretion of the Headteacher.
* To participate in the operation of the Academy’s Appraisal Scheme.
* Such other duties as may be appropriate to achieve the objectives of the post to assist the Academy in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

**Mobility:**

* The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Academy they may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.
* This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.
* This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

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| **Job Description Reviewed By: Headteacher**  **Date: 5th November 2018** |