

The Blue Coat School



IT Co-ordinator

Salary Range:	4B
Accountable to:	Support Team Leader (Curriculum and Administration)
Responsible for:	tbc

Job Purpose:

The IT Co-ordinator will work under the direction, support and challenge of the Support Team Leader. In this context, the post holder will:

- Co-ordinate the day to day IT service to ensure high standards of service across the school

Principal Duties and Responsibilities

Provide support for students

- Ensure IT resource area(s) are open and accessible throughout the specified opening hours and that resources are well-maintained and available for staff and students.
- Establish good working relationships with students, acting as a role model.
- Promote inclusion and acceptance of all students.
- Promote self-esteem and independence.
- Administer first aid where appropriately trained.

Support for teachers

- Support and challenge staff in achieving the priorities, targets and high standards of IT services across the school.
- Assist the Support Team Leader in the design and delivery of improved support services.
- Support the performance management process and use the process to develop the effectiveness of identified staff within the team.

Managing the environment

- Create and maintain a reliable, safe, professional, and productive IT working environment, promoting health, safety and high standards of working practices.
- Be aware of and support difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.

Support for the School

- Contribute to the planning, development, design, organisation and monitoring of IT services, systems and procedures.
- Ensure high standards of secure data
- Work as part of a team, appreciating and supporting the role of others
- Attend and participate in meetings as required.
- Support and promote whole school events where appropriate.
- Undertake personal and professional development through training and other learning activities including performance management as required.
- Undertake administration connected with ordering and receiving new resources.

Note

This is not a comprehensive list of all tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

Person Specification**Communication & influence**

Exchanges orally or in writing information to inform others. Some tact is required.

Team working

Demonstrates a non-judgemental approach to values, views and needs of others. Sees other people's point of view and encourages and respects views that are different from own. Takes time to get to know people and how they operate.

Organisational awareness

Keeps up to date on changes / new developments in own and others areas of the schools activities and their impact on the schools performance.

Adaptability

An ability to work within recognised procedures, which leave some room for initiative and an ability to respond independently to unexpected problems and situations. Supports the change process, remaining positive during times of change. Willingly co-operates with others and highlights potential problems in a positive and supportive way.

Use of technology

A competent user of information communication technology (ICT), particularly relevant school databases. An ability to take direct responsibility for physical resources and handle and process manual or computerised information where care, accuracy, confidentiality and security are important. Is able to share skills and knowledge with colleagues and has a willingness to remain proficient as the technological needs of the school change.

Professional values and practice

Ability to build and maintain successful relationships with students and adults, treating them consistently, with respect and consideration. Ability to work collaboratively with colleagues both within school and other organisations, and carry out the role effectively, knowing when to seek help and advice. Ability to improve your own practice through observations, evaluation and discussion with colleagues.

Experience & knowledge

Practical and procedural knowledge across a relevant technical or specialist area of IT services, especially in a school setting.

Awareness of safeguarding and inclusion, especially within a school setting.

Qualification & training

Relevant qualifications and/or training

Level 2 qualification in Numeracy/Maths and Literacy/English or equivalent qualification.

Level 3 in school business management, administration, ICT, equivalent qualification or relevant experience.

Willingness to undertake first aid training (where appropriate)

Disclosure

The governing body is committed to safeguarding and promoting the welfare of students. According to the statutory regulations of safeguarding, the post holder is subject to enhanced disclosure from the Disclosure and Barring Service (DBS) and any other statutorily required checks.

Other

- This appointment is with the governors of the school under the terms of a contract signed with the governors as employers. It is subject to the current conditions of service applicable for this post and other current education and employment legislation.
- All employees of The Blue Coat School have a responsibility to comply with school policies and procedures, including those relating to the safeguarding of students, child protection, health, safety, confidentiality, internet acceptable use (including social networking) and data protection.
- All employees are expected to be flexible in undertaking their duties and meeting their responsibilities. Staff are expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access for disabled members of staff or continued employment for any member of staff who develops a disabling condition.
- 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 grade.