



Star

## STAR ACADEMIES

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

### JOB DESCRIPTION

<b>Job Title:</b>	IT Technician		
<b>Base:</b>	Central Office, Blackburn		
<b>Reports to:</b>	ICT Infrastructure Architect	<b>Scale:</b>	S5 (SCP 22 – 25)
<b>Staff Responsibility for:</b>	N/A	<b>Salary:</b>	£21,074 - £23,111
		<b>Term:</b>	Full Time, full year
<b>Additional:</b>	As assigned		

### JOB PURPOSE

To provide ongoing support of technical expertise and knowledge within Star Academies.

To ensure that all systems are working at optimal levels and support the development of new technologies and system requirements, whilst supporting the existing environment.

To assist in giving technical advice to assist the delivery of the ICT vision, policy and strategies and support, maintenance and development of all ICT functions within the Trust.

### JOB SUMMARY

#### 1. Managing the Software and Hardware in the Trust offices

- 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 Trust.
- 1.5 Maintain an accurate inventory of ICT resources across the Trust.
- 1.6 Ensure the reliable and high-quality delivery of ICT systems to support efficient operation in the Trust.
- 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 to ensure that it has the latest protective software and data consistent with the Trust's Acceptable Use policies.
- 1.9 Ensure that copyright, data protection and licensing regulations are upheld at all times.

#### 2. Managing the Trust's ICT Network

- 2.1. Ensure regular back-up of data and efficient recovery of lost data when needed.
- 2.2. Develop and ensure delivery of an 'ICT Disaster Recovery Plan'.

- 2.3. Undertake regular audits and house-keeping to ensure that network storage capacity is managed effectively.
- 2.4. Ensure that the Trust's network and ICT resources are kept secure.
- 2.5. Add/delete staff from the network as needed and appropriate.
- 2.6. Implement the Trust's ICT Security and Acceptable Use policies.
- 2.7. Maintain and upgrade the Trust's ICT network as and when needed.
- 2.8. Liaise with external stakeholders to maintain the effectiveness of the ICT network.

### **3. Supporting Staff**

- 3.1 Provide ICT training to staff as needed.
- 3.2 Promote the safe and innovative use of ICT, particularly with respect to the internet and social networking.
- 3.3 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, Senior Leadership Team, Trust schools, 3<sup>rd</sup> Party organisations and ensure all communication is consistent with the Trust's ethos.
- 4.2. Demonstrate the highest standards of commitment to the Trust and its Establishments.

### **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
<b>QUALIFICATIONS</b>				
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	✓	✓
<b>EXPERIENCE</b>				
4.	Experience of working in an ICT 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	✓	✓
<b>ABILITIES, SKILLS AND KNOWLEDGE</b>				
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 ICT training to small groups of staff.	E	✓	✓
15.	Ability to maintain an accurate inventory of Trust ICT resources.	E	✓	✓

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