

## **IT Systems Administrator Job Description and Person Specification**

**Post:** IT Systems Administrator

**Position:** You will be part of the School IT Team and provide technical support to students and staff. Day-to-day you will perform routine ICT tasks and contribute to the smooth running of the IT network.

**Grade:** Bucks Pay Range 3

**Pattern:** 25 hours per week / 38.6 weeks per annum

**Responsible to:** IT Services Manager

### **JOB DESCRIPTION**

The following does not represent an exhaustive list but gives an indication of the tasks to be undertaken by the post holder.

- Provide technical support and advice to students and staff.
- Perform routine ICT tasks.
- Manage small projects.
- Facilitate the smooth running of the network by undertaking reasonable tasks as required, including some administrative tasks.
- Support the school's Internet, Email and Cloud systems (Google Workspace).
- Support the day-to-day running of the curriculum/admin network in collaboration with the IT System Administrators.
- Provide support and maintenance for network hardware and software, including classroom support.
- Provide technical support for curriculum and school events
- Support staff in the use of ICT equipment.
- Provide first and second line support for BYOD student devices and process warranty claims.
- Report faults to the IT System Administrators as required.
- Support in-house training as and when required.

- Attend meetings as and when required.
- Be aware of and comply with the policies and procedures relating to child protection, equality and diversity, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

The safeguarding of every student is the responsibility of every member of staff. To promote a safe environment for students, all teaching and support staff and governors are required to follow the school's Child Protection & Safeguarding policy (reviewed annually).

Our Selection and Recruitment policy includes all checks on staff and regular volunteers' suitability, including Disclosure and Barring Service checks, as recommended by Buckinghamshire County Council as governed by current legislation.

**The duties of this post may vary from time to time as required by the Headteacher without changing their general character or the level of responsibility entailed.**

### **PERSON SPECIFICATION**

The post holder will:

- have an interest in IT and, ideally, a knowledge of working with cloud based systems
- have good interpersonal skills
- be flexible, calm and have the ability to work effectively with different members of staff and students to carry out a wide variety of IT related tasks
- demonstrate a willingness to undertake appropriate training
- need to be self-motivated, proactive and work without supervision when necessary

Signed:

Post Holder: .....

Date: .....

Signed:

Line Manager: .....

Date: .....