THE
MARIST
SCHOOL
ASCOT

The Marist School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Title of Role: IT Technician

Reporting to: Technical Services Manager (TSM)

Purpose of Role: To support the Technical Services Manager in the day-to-day operations of the school and to work with them to implement the School's Digital Learning Strategy.

Status of Role: Full Time, Permanent

Key Tasks and Accountabilities:

Audio Visual (AV)
- Work with staff to ensure school events requiring AV systems are working and support where required.
- Film and edit school events as required.
- Set up media equipment and AV equipment, including speakers, monitors, cameras, stage lighting as required for school events.
- Run tests on video, audio, and stage lighting for troubleshooting any problems that arise.
- Meet staff and, where appropriate, external suppliers to ensure the correct equipment requirements are met to enable a successful event.
- Perform inventory management on equipment, wiring, and accessories and ensuring this information is logged in the school's Helpdesk software.
- Carry out any cleaning, maintenance, or repairs on AV equipment within your scope and using external suppliers where necessary.
- Help to ensure effective remote learning and quality virtual events in School.

Network Infrastructure & Systems:

- Work with the TSM in the development, management and maintenance of the school's ICT assets, to ensure end users have access to their required tools for teaching, learning and administration.
- Help the TSM install and maintain in good working order, on a day-to-day basis, the ICT network systems, hardware and software within the school, including the network user database, password allocation.
- Help to ensure E-safety through network security and web filtering systems.
- Assist the TSM to manage the installation, configuration and maintenance of all computer hardware and ensure the asset register is maintained.
- Assist the TSM to manage the use of software, ensuring that all software is licensed and supported sufficiently, and all unlicensed software is removed from PCs.
- Assist the TSM to install and maintain server operating systems.

Network Continuity, Maintenance and Security:
- Help develop and maintain the School's networks, systems and resources to ensure end users have access to their required tools for teaching, learning and administration.
- Help maintain a fully comprehensive and up to date asset register of all technology within the School.
- Assist the TSM in information security management, including internet filtering systems, firewalls and anti-virus software.
- Assist the TSM in business continuity and disaster recovery preparedness, ensuring that the School's IT Disaster Recovery Plan is complete and practicable.
- Help to ensure that data back-ups are maintained and stored appropriately proportionate to the data value and in connection with the IT Disaster Recovery Plan
- Stand in for the TSM when needed.

User Support:
- Liaise with teachers to develop the use of Digital Technology in all academic and support areas, including training.
- Liaise with teaching and support staff to ensure effective support for ICT users and systems.

ICT Strategy & Planning:
- Work with the TSM to help develop and implement the School's Digital Learning Strategy.
- Maintain a broad knowledge of state-of-the-art technology, equipment and systems.

Other Duties:
- Project a positive "can do" departmental image, by devising and introducing methods of promoting an effective and pro-active ICT service e.g. periodically briefing teaching and support staff on the network and related matters.
- Provide technical support to all School Events in liaison with the TSM.
- Attend Open Days and Evenings, and school events and functions as required, which may take place during evenings and weekends.
- Meet regularly with the TSM to brief on the operation of ICT services and to agree individual targets.

Professional Development Requirements:

Feet on the ground. Reaching for the stars.

- Keep up to date with current developments and emerging technologies in education to enable the school and department to move forward.
- Regularly review the effectiveness of the role in consultation with Line Manager, refining approaches where necessary.
- Be responsible for continuous professional development and participate fully in training and development opportunities identified by the school or as developed as an outcome of the appraisal.
- Be prepared to undertake regular training in Child Protection and Safeguarding and any other training required by the school.

Ad Hoc Tasks

- Any other tasks as may be required by the Principal or Executive Team from time to time in support of the overall activities and smooth running of the School.
- Undertake any additional training considered appropriate for the better performance of the job.

This job description is representative and not necessarily a comprehensive definition of the post. Other reasonable duties may be allocated from time to time commensurate with the general character of this post and its scale point.

Person Specification

Qualifications	Minimum of 5 GCSEs or equivalent	Essential
	The right to work in the UK	Essential
	Relevant Technical IT Qualifications	Desirable
Skills	Good ICT skills, including familiarity with Microsoft Windows, Office 365, and basic networking	Essential
	Technical proficiency in operating and maintaining AV equipment (projectors, sound systems, interactive whiteboards, etc.)	Desirable
Experience	Experience supporting live events, such as assemblies, performances, and parent evenings	Desirable
Personal Attributes	Ability to troubleshoot and resolve technical issues quickly and calmly under pressure	Essential
	Good communication skills, both written and verbal, to liaise with staff and students	Essential
	Willingness to undertake training and continuous professional development	Essential
	A genuine willingness to embrace our school vision and a resonance with the Marist values is essential.	Essential
Suitability to Work with Children	Candidates must be able to undergo successful checks in line with standards for 'Safeguarding Children and Safer Recruitment in Education'	Essential
	Appropriate and relevant references will be checked.	Essential

Feet on the ground. Reaching for the stars.

	Understanding and acknowledgement of the individual's responsibility for promoting and safeguarding the welfare of children and young persons for whom they have responsibility or with whom they have contact.	Essential

Safeguarding and Child Protection
The responsibility of all staff in the School is to promote and safeguard the welfare of children and young persons for whom they are responsible, or with whom they come into contact by adhering to and ensuring compliance with the School's Child Protection and Safeguarding Policy at all times. If, in the course of carrying out the duties of the post, staff become aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to the School's Designated Safeguard Lead (DSL) or to one of the Deputy DSLs. All Marist staff must have an enhanced DBS disclosure.

Policies
The School's policies and risk assessments, which are found in the central Policies & Risk Assessment Team, are reviewed at least annually and all staff should be familiar with the policies and risk assessments which apply to them and their role.

Health and Safety
In accordance with the provisions of the Health and Safety at Work Act 1974 the School takes its duty to the health and safety of all staff very seriously. It is also the responsibility of all staff to take reasonable care for the health and safety of themself and of other persons who may be affected by their acts or omissions at work.

Appraisal
Staff are part of the school's appraisal scheme and will have agreed objectives for each year of service. Their Line Manager will monitor and review performance.

Professional Development
The School actively supports the continuing professional development of all staff. Staff should also support their own continuous professional development including participating in training and development opportunities identified by the School.

Data Protection
The Marist School processes information about its current, past or prospective staff, applicants, current, past and prospective pupils; and their parents, carers or guardians and others who are defined as data subjects under UK Data Protection law.
Anyone who works for, or acts on behalf of, the school (including staff, volunteers, governors and service providers) should also comply with the school's Data Protection Policy, which also provides information about how personal data about those individuals will be used.
The School takes the protection of all personal information extremely seriously and is committed to a policy of protecting the rights and freedoms of individuals with respect to the processing of their personal information.

Review and Amendment
This job description will be reviewed regularly and may be subject to modification and amendment from time to time, and the post holder may be required to undertake additional duties, as required, by the Principal.