# BRANSTON COMMUNITY ACADEMY
## JOB DESCRIPTION

### SENIOR SCHOOL TECHNICIAN ICT

**GRADE**:
SCP – 8-12
£22,777 – £24,496 FTE (£21,234 – £22,836 actual salary p.a.)

37 hours per week – Term time plus 5 weeks

**POST DESCRIPTION:**
Assisting the ICT Systems manager in maintaining the school ICT Systems. Performing ICT Technician tasks servicing ICT equipment and solving problems as they arise across the Academy. Working on various projects to create bespoke solutions for the school.

**RESPONSIBLE TO**:
ICT Systems Manager

**RESPONSIBLE FOR**:
Responsible for overseeing the ICT Technicians' and any junior ICT technicians' duties.

**JOB PURPOSE:**
To set up and maintain computers, software and the Academy networks to a high standard and to support students and staff in the use of the Academy's systems. To create and maintain bespoke solution mainly for data analysis. To deputise for the ICT Systems Manager in their absence. being responsible for his/her own work. The post therefore requires the interpersonal skills to relate appropriately to both teaching staff and Academy students and members of public where necessary.

The Principal will determine within the total hours available, and the skills held by the person appointed, the priority to be given to the key tasks listed below.

**KEY TASKS**:

1. To assist the Academy ICT Systems Manager in maintaining the Academy's networks.

2. To Work with SLT and chosen staff on custom projects as necessary. Being responsible for Identifying requirements, development, testing training and maintenance.

3. To deputise for the ICT Systems Manager. Prioritising work and managing systems and staff when necessary.

4. To support staff and students in their use of ICT.

5. To install software upgrades and patches as required.

6. To liaise where requested by the ICT Systems Manager with outside bodies and/or their representatives.

7. To prepare, clean, maintain and store computer equipment and maintain a suitable environment where computers are used.

BRANSTON COMMUNITY ACADEMY
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Website: www.branstonca.lincs.sch.uk

8.  To carry out first line maintenance and repair of equipment to appropriate standards to meet the requirements of the Academy and to keep records of stock and faults

10.  To requisition equipment and materials to the standards appropriate to the courses being followed.

11.  To assist in maintaining safety in teaching spaces, preparation rooms and stores and take all necessary precautions to avoid danger to persons or property.

12.  To carry out stocktaking, inspection of apparatus and services, and risk assessments as appropriate for technician and classroom activities.

13.  To undertake such record-keeping duties as may be authorised to meet the needs of the Academy.

14.  To maintain a knowledge of the regulations and procedures relating to health and safety and appropriate documentation.

15.  Such other duties as may be determined from time to time within the general scope of the post; duties and responsibilities outside the general scope of the post will only be required with the agreement of the post holder.

16.  Some coverage required outside of the normal school day.

**REGULAR CONTACTS**:  SLT, staff of the Academy, students, members of the public

**QUALIFICATIONS**:  Good educational standard, preferably with BTEC, NVQ 3 or equivalent qualification in appropriate subject(s).

**EXPERIENCE**:  Relevant experience.

**PERSON SPECIFICATION**:  <u>**Essential**</u>
1.  Proven ability to problem solve using ICT
2.  Good Interpersonal skills
3.  ICT literacy to a high level
4.  Good Microsoft Office skills
5.  Good knowledge of computer hardware
6.  Good understanding of computer networks
7.  Experience of maintaining WiFi environments
8.  Microsoft Server management skills
9.  Ability to be receptive of others ICT needs and communicate appropriately
10.  Ability to lift and move computer equipment after appropriate training
11.  Ability to learn new skills to fulfil the role in an ever changing environment

<u>**Desirable:**</u>
1.  Experience of using SIMS.net
2.  Proficient in using web technologies
3.  SQL database programming skills
4.  Good programing skills
5.  Skills in Microsoft operating system deployment technologies
6.  Experience of managing Exchange and Office 365
7.  Experience/knowledge of other server technologies

8. Proficiency with HyperV
9. Photoshop & professional desktop publishing skills


***Applicants should note that Branston Community Academy is committed to safeguarding and promoting the welfare of young people and expect all staff share this commitment.***

***All posts will be subject to an enhanced DBS disclosure, medical, reference and social media checks.***

***All Pre-employment checks are in line with "Keeping Children Safe in Education"***


Closing Date: Tuesday 21st March 2023