



Hamstead Hall Academy Trust

JOB DESCRIPTION

Name:

Job Title: Senior Technician (ICT – T&L)

Grade: GR3 (Full-Time)

Start Date:

CORE PURPOSE:

- To be responsible for the management, maintenance and development of the ICT infrastructure and equipment within the academy.
- To lead on the provision of ICT technical advice, support and training for all staff within the academy.
- Contribute to the development of systems and media resources to enhance teaching and learning, promote the academy and improve efficiency of the use of data and access to data.

1.0 JOB PURPOSE:

- 1.1** To provide maintenance, installation and support services within the academy of all ICT products used to enhance T&L
- 1.2** To support teaching staff in the development and education of children including the provision of specialist technical skills and knowledge at an advanced level across a range of disciplines.
- 1.3** To design and produce appropriate media resources to promote the work of the academy
- 1.4** To provide training sessions for staff on the use of software programmes and other media resources required to support T&L
- 1.5** To work with teaching staff to design and produce media resources and systems that enhance learning within the academy.
- 1.6** To work alongside the Network Manager to continually develop the ICT infrastructure across the Academy Trust
- 1.7** To ensure that there is integration of ICT systems across the network which are compatible with the academy's BROMCOM MIS and online platforms
- 1.8** Work with the Data Protection Officer and Designated Safeguarding Lead (DSL) to ensure that there is compliance and security of data in line with GDPR and Safeguarding processes

2.0 DUTIES AND RESPONSIBILITIES:

- 2.1** To undertake the duties of a Level 3 Technician and in addition undertake all or most of the following as agreed with teaching staff and with minimum supervision.
- 2.2** Repair and maintain the academy's ICT facilities and mobile devices including the installation of all appropriate software
- 2.3** To assist with network installations and configuration

- 2.4 Lead for the academy in a designated technical area and share expertise and skills with students and staff
- 2.5 To take part in the Academy's Appraisal process and access CPD where required to enhance the use of Technology within the academy
- 2.6 To monitor the legal implications relating to the use of ICT within the academy
- 2.7 To provide in class support for ICT lessons or lessons using ICT in the academy
- 2.8 Where appropriate determine, implement and monitor health and safety risk control measures with statutory guidelines.
- 2.9 To train other staff where appropriate to further develop the use of ICT within the academy.
- 2.10 In consultation with appropriate Heads of Department, assist in the development and monitoring of relevant plans and procedures to support the implementation of the curriculum and school targets.
- 2.13 Assistance with the maintenance and development of a network across the academy
- 2.14 To design and produce appropriate media resources that support the promotion of work within the academy
- 2.15 To design and produce media resources for teaching and learning as requested
- 2.16 To be responsible for the operational management of academy software used by staff, students and parents including compatibility with the academy's BROMCOM MIS. design, development and maintenance of the academy website through liaison with all areas of the academy and the Director of Finance & Support Services
- 2.17 Research and assist with the implementation of new technical processes as required for a changing curriculum in conjunction with the Assistant Head of School - Curriculum and Director of Finance & Support Services.
- 2.18 Ensure that the training & development needs of staff are assessed and met in conjunction with school policy.
- 2.19 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.20 To provide support for the wider community of the Academy Trust as and when required
- 2.21 To undertake any other reasonable duties as requested by the Executive Principal or his/her delegate
- 2.22 To ensure that all ICT equipment/systems within the academy are installed and operated safely and to remove from use any such equipment that is deemed to be unsafe to use
- 2.23 To ensure all students and staff have logins to access the academy network
- 2.24 To support the delivery of ICT across the academy trust as directed by the Executive Principals of the Trust
- 2.25 To adhere to the ethos of the academy
 - 2.25.1 To promote the agreed vision and aims of the academy
 - 2.25.2 To set an example of personal integrity and professionalism
 - 2.25.3 Attendance at appropriate parents evenings where ICT may be used

OBSERVANCE OF THE ACADEMY'S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED

3.0

SUPERVISION RECEIVED:

3.1 **Supervising Officer's Job Title:** Network Manager

3.2 LEVEL OF SUPERVISION

1. ~~Regularly supervised with work checked by supervisor~~

2. ~~Left to work within established guidelines subject to scrutiny by supervisor~~

3. Plan own work to ensure the meeting of defined objectives

4.0 SUPERVISION GIVEN: (excludes those who are **indirectly** supervised ie through others)

| Post Title | Grade | No of Posts | Level of Supervision (as in 3.2 above) |
|------------|-------|-------------|---|
| | | | |

- Use 1, 2 or 3 as in 3.2

5.0 SPECIAL CONDITIONS:

5.1 To be familiar with, and strictly observe, the requirements of Hamstead Hall's safeguarding policies including Child Protection and Health and Safety

5.2 To be familiar with and adhere to the Academy Trusts Staff Code of Conduct

5.3 To be responsible for promoting and safeguarding the welfare of children for whom you are responsible for or comes into contact with

6.0 LINE MANAGER:

The Post Holder will be responsible to the Network Manager.

REVIEW AND AMENDMENT:

This job description is normally subject to an annual review. It may be amended at the request of the Executive Principal or the post holder after consultation.

Signed: _____ (Post Holder)

Signed: _____ (Executive Principal)

Date: _____

Hamstead Hall Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all successful candidates.



Hamstead Hall Academy Trust

Senior Technician (ICT – T&L) – Grade 3

Person Specification

| | Essential | Desirable |
|--|--|--|
| Qualifications | <ul style="list-style-type: none"> • Good standard of education including English, Mathematics and a background in ICT | <ul style="list-style-type: none"> • Some ICT qualifications |
| Work or other relevant experience | <ul style="list-style-type: none"> • Experience of work in a ICT environment • A willingness to work in a flexible manner. • Ability to work both as part of a team and to work unsupervised. | <ul style="list-style-type: none"> • Some experience of working in a school |
| Technical Skills | <ul style="list-style-type: none"> • Strong knowledge of ICT hardware and software and their configuration, including Apple products • Working knowledge of common user applications e.g. Microsoft office applications • Networking configuration and fault finding • Problem-solving skills • Work prioritisation and workload management • Good organisational skills | |
| Personal Skills | <ul style="list-style-type: none"> • Willingness to learn new skills • Willingness and adaptability in tackling the variety of tasks arising in a school environment • Good communication skills • Ability to work independently and as part of a team • The ability to use your initiative and to work proactively • Able to work under pressure and meet deadlines • The ability to be accurate and methodical • Able to accept and act on instruction from line manager • Comfortable working with children and adults. • Suitable to work with children and maintain appropriate relationships with children | |
| Training | <ul style="list-style-type: none"> • Willingness to undertake relevant training to improve existing skills and develop new ones. | |
| Physical Requirements | <ul style="list-style-type: none"> • Good attendance/ punctuality record. • Acceptable appearance. | |
| Contra-indications | <ul style="list-style-type: none"> • Criminal convictions involving offences against children. | |

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