



Job Description			
Job Title	IT Technician	Job Holder	
Author	David Powell	Date Created	April 2022
Date Reviewed		Next Review Date	
Level	4	SCP	8 – 12 (£20,871 - £22,515)

This Job Description sets out the scope, duties, responsibilities and working practices that the successful applicant will be required to undertake, discharge and demonstrate on an ongoing basis.

Outline Description of Role
<p>In conjunction with the IT and Data Manager, manage and deliver the school IT service across both campuses, supporting the administration and curriculum functions of the school.</p> <p>Provide first line technical support to teaching and support staff via helpdesk@claycotsschool.com ensuring staff log details correctly at all times</p>

Responsibilities	
1.	Assist and respond swiftly if students or staff need assistance in the classroom when using the network, internet and software; ensuring all faults are logged to the IT fault reporting system
2.	Carry out repairs and maintenance to hardware to maximise the efficiency of equipment
3.	Ensure the correct disposal of damaged and unrepairable equipment and that the school meets its recycling duties in line with current procedures and legislation
4.	Support the IT and Data Manager to maintain the school's network cabling infrastructure
5.	Support the IT and Data Manager to ensure the IT inventory is maintained and up to date at all times
6.	Provide support to AHTs and YLs by recording any production that the school carries out and ensuring that they are available to parents on an appropriate platform
7.	Manage the AV provision in school ensuring that it is fit for purpose and available at all times
8.	Support the school to ensure that it complies with GDPR at all times
9.	Be responsible for the maintenance, set up and testing ICT equipment, including peripherals.
10.	Be responsible for ensuring a safe working environment in relation to ICT equipment and spaces, also ensuring all measures are taken for securing equipment.
11.	Be competent and confident with the range of common software and hardware in the school and provide advice and support to departments, staff and students on use of hardware and software, including structured in-class support where appropriate.
12.	Monitor the use of software/apps across the network.
13.	Set up security parameters within the schools policy and monitor access ensuring that a maximum level of network security is maintained at all times. Report inappropriate use to the Business Manager.
14.	Support the IT and Data Manager in managing and overseeing other critical systems e.g. cashless catering, access control systems, telephone systems, CCTV and the photocopying provision.
15.	Be aware of developments in IT in education and industry.
16.	Carry out a weekly IT after school club for children
17.	Support the IT and Data Manager with data input and manipulation as required



18.	Support the IT and Data Manager with administering the website as required
19.	Support the IT and Data with positive marketing of the school through social media
20.	Support the school office with any task deemed suitable by the Office Manager on an ad-hoc basis

Duties	
21.	Undertake such other duties as reasonably correspond to the general character of the post and commensurate with being a member of the Claycots School Support Staff team.
22.	Contribute to and exemplify the values of the Claycots School. The post-holder will be expected to comply with any reasonable request from the Head Teacher and Business Manager to undertake work of a similar level that is not specified in this job description. Whilst every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
23.	Understand and comply with the Support Staff Standards at all times.
24.	Actively promote the inclusion of all children into whole school activities.
25.	Actively seek opportunities for professional development.
26.	Be aware of and respect all children's religious beliefs and cultures.
27.	Support, promote and comply with decisions and policies agreed by the leadership team and the governing body.
28.	Develop effective, professional working relationships with colleagues
29.	Have due regard for health and safety of self, staff, children and visitors and have responsibility for bringing all matters of concern to the attention of the Business Manager.
30.	Undertake a 30-minute duty each week.

Compliance	
31.	During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Claycots School or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.
32.	During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulations (GDPR) 2018. This includes your responsibilities as a member of staff to process personal and sensitive data in an appropriate manner.
33.	In accordance with the School's commitment to follow and adhere to the latest update of the Department for Education's guidance entitled "Safeguarding Children and Safer Recruitment in Education" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the School community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the school. You are also required to know and comply with the latest update of DfE document 'Guidance for Safer Working Practice for Adults who work with Children and Young People'. You are required to have satisfactory Enhanced CRB clearance. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a



	position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the School and uphold public trust and confidence at all times
34.	The post holder must be aware that any information held by the School in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the School's policies and procedures.
35.	No smoking or intoxicants are permitted in any part of the premises or grounds managed, leased or owned by Claycots School. No smoking or intoxicants are permitted in School vehicles or in any vehicle parked on School premises. Smoking of any product and the consumption of alcohol are strictly forbidden.