

Cramlington Learning Village: JOB DESCRIPTION

Post Title: Senior ICT Technician	Director/Service/Sector :		Office Use
Grade: Looking for a Band 6	Workplace: Cramlington Learning Village		
Responsible to: Network manager	Date:	Manager Level:	
Job Purpose: Enable ICT service delivery to meet the needs of all students and other stakeholders across the Academy trust. Deliver improvements to services and equipment.			
Resources		Staff	ICT Technicians
	Finance	ICT budgets, Order and receive goods	
	Physical	Move ICT equipment around the Academy Trust. Work in cramped and hot spaces	
	Clients	Internal (Teachers, Other Staff, Pupils, Governors) and External (Parents, Visitors, Members of the Public)	
Duties and key result areas:			
Data and network administration systems management Communicate effectively with students and staff to understand their requirements and provide effective solutions. Support the Network Manager in managing a successful ICT service delivery, aiming to have a positive impact upon teaching and learning and minimise the downtime of systems affecting the Academy Trusts performance. Plan, operate and maintain system for maintenance and upgrade of MIS systems, VLE and the school network servers Plan, operate and maintain system for backups, disaster contingencies, of network and VLE servers Plan, operate and maintain system for user identity provision and logins on MIS / network / VLE Plan, operate and maintain Helpdesk system, Identify, plan and cost future developments and upgrades to the Academy Trusts ICT infrastructure Ensure data protection applications are current and within the requirements of Government, LA and the Academy Trusts requirements. Plan and carry out repairs and maintenance of ICT hardware Planning and installation of new computer and network hardware as required Planning and installation of computer software and licensing as required Plan and manage internet filtering and anti-virus installations Support the planning and management of the ICT budget and order and receive goods. Plan and maintain a software and hardware inventory. Oversee the day to day running of the school 1:1 Chromebook scheme Support the network manager in ensuring secure network access for all stakeholders			
Organisation 1. Plan, develop, design, organise and monitor support systems, procedures, policies relating to ICT 2. Liaise between managers, teaching staff and ICT support 3. Provide complex advice and guidance to the governors and leadership of the Academy Trust			

4. Line manage ICT technicians, monitoring of workload and assisting with recruitment and induction
5. Plan and implement ICT strategies across the Academy trust

Responsibilities

1. Work independently and use own initiative to improve the ICT service
2. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
3. Be aware of and support difference and ensure equal opportunities for all
4. Contribute to the overall ethos/work/aims of the Academy Trust
5. Appreciate and support the role of other professionals
6. Attend and participate in relevant meetings as required
7. Participate in training and other learning activities and performance development as required
8. To undertake other duties and responsibilities that can be reasonably expected of and are relevant to the level and nature of the post.
9. Be prepared to work across the Academy Trust and meet the needs of the post or the Academy Trust
10. The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis

Work Arrangements

Transport requirements:	None
Working patterns:	37hrs per week, full year Normally indoors, sometimes in cramped and hot conditions