ST THOMAS AQUINAS CATHOLIC MULTI-ACADEMY TRUST

Job Description – Trust IT Technician

Reporting to: Trust IT Manager

Liaising with: Trust IT Manager, Head Teachers, other school and central team colleagues, contractors and suppliers

Grade/Salary: Band 4 £21,748 - £24,491 per annum full time

Hours of work: 37 hours per week, all year round (additional hours may be required to meet the requirements of the role)

Core Purpose:

To support the Trust IT Manager in providing an IT service for school staff and pupils & the central team and external customers

Main Duties and Responsibilities:

- To support the Trust IT Manager to meet the academic, pastoral and other needs of students by improving the quality of teaching and learning, thereby helping all students to achieve their full potential by ensuring the availability of fully operational curriculum and administrative IT networks throughout the school & external customers.

- Install, maintain and upgrade software to enable all students and staff to make full use of all available IT equipment and systems.

- To advise staff in the use of software to enable them to improve the quality of teaching and learning for students.

- To assist staff and students to resolve problems with the use of hardware and software, to ensure that students can maximise the use of available IT equipment and systems thereby maximising their understanding of the range of learning opportunities and the quality of work.

- To carry out repairs to hardware not covered by 'warranties' and within own ability, to arrange other maintenance, to ensure maximum availability and cost-effectiveness of all IT equipment in the school.

- To ensure the efficient management of IT security/backup systems throughout the school, by following agreed procedures to comply with Data Protection regulations and minimise potential data loss.

- Ensure software is correctly licensed to ensure that the school complies with legislative and other requirements.

- To control stock and order IT equipment, getting approval for purchases where necessary, to ensure value for money and minimum disruption to usage of IT equipment by students and staff.

SPECIAL CONSIDERATIONS:

(a) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.

(b) This post is subject to a check being carried out at an Enhanced level by the Criminal Records Bureau regarding any previous criminal record.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Person Specification

Job Title: Trust IT Technician

Grade: Band 4

	Essential	Desirable	How assessed
Qualifications • BTEC National NVQ2 or equivalent • CompTIA A+ / Network+ / MCP certifications	✓	✓	App/Doc/Ref
Experience • IT Skills including knowledge of Windows 10 & Networking • Knowledge of Microsoft Server 2012/2019 • Knowledge of MIS Systems • Technical experience of installing and maintaining IT equipment	✓ ✓ ✓	✓	App/Int/Ref
Knowledge • Knowledge of child protection and health and safety procedures. • Good knowledge of resources, equipment and safety procedures	✓ ✓		App/Int/Ref
Skills/Attributes • Self motivating and resilient • Ability to develop effective partnerships • Ability to work independently • Knows the policies and procedures relating to safeguarding	✓ ✓ ✓ ✓		App/Int/Ref

The St Thomas Aquinas Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK