

ST THOMAS AQUINAS CATHOLIC MULTI-ACADEMY TRUST

Job Description – Senior 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 5
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 ensure that the schools within the trust have a continuous functioning network that is reliable, secure and has appropriate access for all users.

Main Duties and Responsibilities:

Strategic

- Along with the Trust IT Manager and responding to technical developments identify improvements to the trusts ICT provision.
- Research relevant technologies and costs and present a proposal for agreement to Trust IT Manager.
- Test new developments, ensuring compatibility with existing systems, identify an implementation date and roll out procedure and any training needs for technical or other staff.
- Along with Trust IT Manager plan for disaster recovery.
- Test disaster recovery plans.

General Delivery

- Provide desktop support to students and staff across the trust.
- Installation and commissioning of IT equipment.
- Provide remote support to schools across the trust.
- Visit schools for technical support when required.
- Provide an advanced level of technical support and training to staff, students, and other stakeholders where appropriate.
- Update procedures to systems administration.
- Create help documentation and videos for staff and students.
- Record ICT assets in the ICT inventory.

- Ensure that all academy data is backed up securely.

Research and Planning

- Along with the Trust IT Manager and responding to technical developments identify improvements to the academy's ICT provision.
- Research relevant technologies and costs and present a proposal for agreement to Trust IT Manager.
- Test new developments, ensuring compatibility with existing systems, identify an implementation date and roll out procedure and any training needs for technical or other staff.

Staff and Leadership

- In the absence of the Trust IT Manager, lead ICT technicians in the delivery of day-to-day support to the students and staff.
- Provide technical assistance to the ICT technicians when required.

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: Senior Trust IT Technician

Grade: Band 5

	Essential	Desirable	How assessed
<p><u>Qualifications</u></p> <ul style="list-style-type: none"> • BTEC National NVQ3 or equivalent • CompTIA A+ / Network+ / MCP certifications 	✓	✓	App/Doc/ Ref
<p><u>Experience</u></p> <ul style="list-style-type: none"> • IT Skills including knowledge of Microsoft Server 2019 & Networking • Knowledge of MIS management system • Technical experience of installing and maintaining ICT equipment. 	✓ ✓ ✓		App/Int/ Ref
<p><u>Knowledge</u></p> <ul style="list-style-type: none"> • Knowledge of child protection and health and safety procedures. • Good knowledge of resources, equipment and safety procedures 	✓ ✓		App/Int/ Ref
<p><u>Skills/Attributes</u></p> <ul style="list-style-type: none"> • Self motivating and resilient • Ability to develop effective partnerships • Ability to work independently • Knows the policies and procedures relating to safeguarding 	✓ ✓ ✓ ✓		App/Int/Ref