
JOB DESCRIPTION

JOB TITLE: IT / AV Technician

Purpose:	To give support to the IT Manager and the whole school network.
Reporting to:	IT Manager
Responsible for:	No line management responsibilities.
Liaising with:	Staff Students SLT External IT providers
Working Time:	37 hours a week All year round
Grade:	Grade 4 points 6-8
Disclosure level	All positions are subject to an enhanced DBS check as standard practice.
Date	June 2022

MAIN (CORE) DUTIES The specific duties and responsibilities pertaining to the Receptionist/Administrator are to be read in conjunction with the School's Attendance Policy, Behaviour Management Policy and related Protocols which should be complied with at all times.	
Specific Duties	<ul style="list-style-type: none"> • To maintain and develop the school's IT resource for safe, effective use by the pupils and staff. • To support and advise pupils and staff in the appropriate use of IT. • Provide the first and second level of technical support to users relating to all IT, telecoms, Audio Visual equipment and stage lighting and controllers (henceforth referred to as "IT equipment"). • Install new IT equipment and install operating systems and software onto them as directed. Maintain network access rights including creating individual new user accounts and archiving old ones. • Ensure that all IT equipment is kept clean, tidy and in a safe condition. • Undertake daily, weekly and monthly, routine and non-routine checks, maintenance, calibration, cleaning and fault investigation. • Assist with the provision and support of IT equipment associated with assemblies, meetings and other presentations. • Assist with the preparation of IT equipment for open evenings and other similar events that may occasionally require out of hours working. • Maintain and repair IT equipment, liaise with third-party maintenance and repair companies or seek specialist assistance in order to ensure safe and efficient operation. • Diagnose and resolve workstation operating system and software problems, independently where possible but seeking advice when necessary. • Maintain standard "images" for school desktops and assist in rolling out new versions of the image as well as distributing software updates. • Assist in the daily and monthly backup routines. • Ensure the safe storage of equipment, materials and the disposal of waste and hazardous material in line with relevant regulations, guidelines and school procedures. • Maintaining records of stock (including annual stock taking) and loans of equipment and materials, identifying when new stock is required and taking receipt of stock deliveries. • Ensure the maintenance of the fixed asset register for IT. • Maintain the IT knowledge base on Sharepoint to make sure it is up to date.. • Assist teaching staff as directed and undertake other duties and responsibilities commensurate with the post. • To provide assistance where required within a classroom environment, with bookings for equipment and delivering these devices to the requested classrooms. • Assist in the maintenance and installation of the school CCTV cameras in conjunction with third parties. • Assist in the maintenance and installation of the school's access control system and associated peripherals in conjunction with third parties.. • Work within the requirements of Data Protection at all times. • Assist with staff training in IT.

Essential Skills & Qualification	GCSE English and Maths at C/5 or above. IT qualification and experience
Essential personal attributes	<ul style="list-style-type: none"> • Ability to work as part of a team and on own initiative and with resilience. • Self-motivating with the ability to multi-task • Good interpersonal skills, and the ability to enthuse and motivate others, and work with people at all levels. • Flexible and adaptable
Practical Skills	<ul style="list-style-type: none"> • Ability to communicate with young people. • Confident user of ICT hardware and software and willingness to learn new systems. • Good planning and organisation skills and attention to detail • A flexible approach to the management of work. • Excellent communication skills both written and oral and the ability to communicate effectively with staff and students. • Ability to prioritise own workload.
Staff Development	<ul style="list-style-type: none"> • To take part in the school's staff development programme by participating in arrangements for further training and professional development. • To engage actively in the Performance Management Review process.
EMPLOYEE RESPONSIBILITIES: <ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. • To promote actively the school's corporate policies. • To comply with the school's Health and Safety Policy and associated working procedures, undertaking risk assessments as appropriate. • To comply with the School's Equal Opportunities and Diversity Policy and to ensure that it is implemented within the service area of the post. • To comply with the School's Data Protection Policy and Code of Practice within the service area of the post. • To support the school in meeting its legal requirements for worship. • To show high expectations of all students and staff; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising educational achievements. • Employees are expected to be courteous to colleagues and provide a welcoming environment to all visitors and telephone callers. • Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. • Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. 	

- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

HEALTH AND SAFETY

To ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger the postholder or others; to report to the line manager, or person in authority any dangerous situations in the workplace or any perceived shortcomings in health and safety arrangements.

Chosen Hill School operates a No Smoking policy.

SPECIAL CONDITIONS

This job description sets out the duties of the post at the date when it was drawn up, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Some flexibility in the pattern of hours worked is required with a willingness to potentially undertake working outside of the normal daily hours to meet the school needs.

Chosen Hill School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

VERIFICATION

I agree that this job description conveys an accurate description of this job.

Agreed : _____ (Postholder) **Date:** _____

Agreed : _____ (Line Manager) **Date :** _____

Agreed : _____ (Business Manager) **Date :** _____