Baginton Fields School

"Dedicated to delivering inspirational learning experiences."

JOB DESCRIPTION
Post: IT TECHNICIAN

***Baginton Fields School is committed to safeguarding and promoting the welfare of its students.
All staff are expected to share, and demonstrate this commitment.***

Post title	IT Technician. This post is permanent, 35 hrs per week
Pay grade	Grade 5 point 12 (£22,183) – 23 (£27,741) FTE Pro rata to 40 weeks per year (term time only + 5 days to be agreed with line manager) Actual Annual Salary (£18,954 - £23,253)
Key External Contacts	• Colleagues in local mainstream and special schools • Suppliers and contractors
Key Internal Contacts	• School Governors • Teachers based at the school • Support staff based at the school
Responsible to	• Headteacher and Governing Body
Direct Line	• Business Manager

Baginton Fields School admits secondary aged students with severe and complex special educational needs. Learning is influenced by Autistic Spectrum Disorder, Communication Difficulties, Challenging Behaviours, Physical Disabilities and Sensory Impairment.

The post is central to the development of IT at Baginton Fields School. The post holder will be responsible for maintenance, development and innovation in the area of Information Communication Technology as well as undertaking general tasks that will promote the use of IT across the curriculum.

Accountabilities:
• Install and test new software and equipment purchased by the school. • Maintain and update the school website ensuring information is current, of high quality and presents a positive image of the school. • Process and maintain all related documentation for the network including standard operating procedures, record systems and stock control giving due regard to GDPR, Health and Safety and relevant legislation e.g. software licences, including giving advice and guidance to teaching staff on such matters. • Assist, train and liaise with staff in the development of ICT within the school and maintain technical competence and awareness of products, e.g. developing the use

of the Internet including website development, digital media, video conferencing and ensuring anti-virus software is updated.

- Have an excellent knowledge of how to keep students safe online and work with staff to promote student understanding of this.
- Make software available to appropriate users.
- Establish and maintain user Email accounts.
- Assist users with account issues.
- Maintain the effectiveness of the schools hardware systems (incl. repairs and upgrades).
- Security mark all new equipment.
- Prepare and submit a record of written off equipment for termly meetings of the Governing Body.
- Perform routine device maintenance.
- Support the ICT Subject Leader in the development of ICT across the school.
- Liaise with external agencies and professionals as required.
- Implement and maintain alternative access devices for individual student use.
- Maintain sensory equipment in consultation with the HLTA Manager for Sensory Learning.
- Have responsibility for the maintenance and development of the school network.
- Investigate viability and application of emerging technology relevant to the school setting.
- Present training and professional development for staff as required.
- Provide IT and AV for whole school events and day-to-day curriculum support.
- Contribute to IT related school policies.
- Monitor student and staff use of IT resources.
- Carry out annual/bi-annual Portable Equipment Testing of all ICT and wider school equipment.
- Carry out safeguarding checks of teachers laptops.
- Purchase IT consumables within the parameters of an allocated budget.
- Perform as a budget holder
- Offer an ICT themed lunchtime club to students.
- Participate in appropriate professional development and training to further skills and expertise.
- Line manage a supporting IT member of staff.
- Provide first line support to administrative staff.
- Assist with the installation of SIMS clients where required.
- Assist in the strategic planning for the whole range of ICT resources.
- Ensure all IT equipment are fit for purpose including a daily visual inspection.
- Ensure all faults and queries are logged and resolved via the helpdesk system.
- Ensuring adequate stocks of peripheral ICT equipment.
- Lead a lunch time club.

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Additional responsibilities
• Proactively contribute to the school vision and ethos.
• Undertake training as required to fulfil the requirements of the post.
• Secure the health and safety of all.
• Support and contribute to the safeguarding of students.
• Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
• Adhere to school policies and procedures.
• Train as a Fire Marshall.
• Invigilate on screen tests as and when required.
• Engage actively in a Performance Appraisal process.
• Ensure all duties and responsibilities are carried out with due regard to the City Council's Health and Safety Policy.
• Participate in additional activities consummate with the post.

IT Technician Job Description. May 2020