



### **Watford Grammar School for Girls**

<b>JOB DESCRIPTION</b>	
Job Title	Senior IT Technician
Reports To	IT Strategic Lead
Contract Type	Permanent
Working Pattern (Days)	Monday – Thursday, 7.30am-4.00pm Friday, 7.30am-3.30pm
Working Hours (Time)	37
Unpaid Breaks	1 hour unpaid per day
Pay Scale & Point	H6, 19

### **Context of the post**

In all matters the foremost will be the supporting of the aims of the School and the policies laid down by the Governing Body. The spirit of all the school policies is summed up by our mission statement:

“To foster the academic excellence and personal development of each pupil in a caring, stimulating and challenging environment so that each pupil is able to fulfil her full potential.

To promote high quality teaching and learning and to hold high expectations of each pupil both in terms of achievement and good behaviour.

To manage the school in ways which involve the whole staff in preserving and carrying forward the special character of Watford Grammar School for Girls, which is based on care and respect for every member of the school community.”

It is the responsibility of every member of staff to ensure at all time the safety of the children in their care. All adults working in the school should know about the school’s child protection procedures and the identity of the Designated Senior person for child protection.

### **Job Purpose**

The primary responsibility of the role is to work as an integral part of the ICT team and to keep all of the School Information Systems running efficiently. All members of the department are expected to provide support and work to resolve issues with systems as and when they arise. Working as part of a small team you may be asked, where necessary to undertake other tasks where it is in your capacity to do so.

### **Main Duties & Responsibilities**

- a) Responsible for maintaining and managing the Apple Macintosh Computers and Network.
- b) Responsible for maintaining a database of ICT equipment, its asset numbers and its location including changing ownership if necessary.



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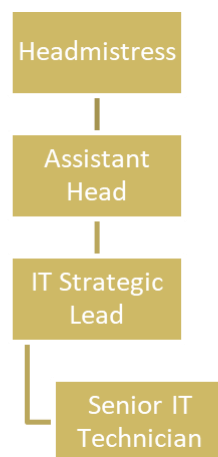
- c) Responsible for ensuring that the requirement of students with special needs for IT equipment are met in liaison with the Examinations Officer and SENDCO
- d) Responsible for routine housekeeping on all machines and Classrooms.
- e) Responsible for managing the IT Apprentice/IT Assistant/Junior IT Technician on a day-to-day basis.
- f) In conjunction with the Network Manager be responsible for creating and managing user accounts.
- g) In conjunction with the Network Manager be responsible for managing the catering systems including registering biometrics for staff or students.
- h) In conjunction with the Network Manager be responsible for managing folder permissions and security.
- i) In conjunction with the Network manager be responsible for managing the backup systems.
- j) Assisting staff in general with ICT and AV equipment
- k) Support the roll out and management of devices purchased through our 1-to-1 device scheme
- l) Supporting Users as far as possible and issuing printer credits, passwords etc.
- m) Working with the I.T. Strategic Lead and reporting network problems.
- n) Security mark equipment and arrange and chase repairs and warranty claims
- o) Arranging repairs and replacements as necessary
- p) To monitor sites printer consumable levels.
- q) Assist the Network Manager as is reasonable and undertake to learn from them the running of the network in order to further own development and to assist if necessary.
- r) Update and develop personal knowledge and skills as necessary.
- s) To work in an autonomous manner, striving towards a zero-defect environment using predictive maintenance procedures.
- t) Packaging and deploying applications for devices.



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- u) To also work with a degree of flexibility in the understanding that some work may need to take place outside of school hours.
- v) Any other task as may be reasonably requested by a member of the Leadership Team, the Network Manager or the IT Strategic Lead.

### **Organisation Structure**



### **Notes**

- a. All staff are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct.
- b. Staff uphold public trust in Watford Grammar School for Girls therefore staff are expected to maintain high standards of ethics and behaviour, within and outside school, by:
  - i. Treating pupils and colleagues with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to their position.
  - ii. Having regard for the need to safeguard pupils' wellbeing, in accordance with statutory provisions as appropriate.
  - iii. Showing tolerance of and respect for the rights of others
  - iv. Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs
  - v. Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
  - vi. All staff must have proper and professional regard for the ethos, policies and practices of Watford Grammar School for Girls and maintain high standards in their own attendance and punctuality.



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- c. The post holder will take part in an annual performance Review at which objectives will be set and development needs identified.
- d. It is a statutory requirement that all public sector workers in customer facing roles must be able to speak English fluently and you will be expected to demonstrate at interview and in the classroom the ability to converse at ease and at an appropriate level in accurate English with pupils, parents, and visitors to the school.
- e. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- f. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part may be so construed.
- g. This job description is not necessarily a comprehensive definition of the post.
- h. The duties and responsibilities listed describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be deemed necessary by the Headmistress.
- i. The job description will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post holder.

***Please sign both copies of this job description, keeping one for your files and returning one to the HR Department, within 14 days. If it is not returned within 14 days your acceptance will be presumed.***

Signed:

Date:

Headteacher

Signed:

Date: