



St George's Catholic Voluntary Academy

Blessed Holy Family Catholic Academy Trust

We are learning and growing together as God's family. We will always do our best to love and respect each other as we prepare for our future.

Job Description

Position:	ICT & Media Technician
Salary Scale:	G05 £31,359.00- £33,387.00 (Full time equivalent)
Actual salary	£14,964.51- £15,932.28, pro-rata 0.4772%
Hours:	20 hours per week
Line Manager:	Headteacher

This job description outlines the specific responsibilities related to the above position.

Core Purpose

To provide an efficient and effective ICT and Media technical support service to the school, staff and pupils.

To support the Catholic Ethos and wider aspirations of the school.

Ensure that the school network is a safe place for young people.

Responsibilities

- To provide prioritised technical support and advice across the school including creation and maintenance of accounts and user permissions.
- To be supporting all users and running the ICT systems on a day to day basis.
- To carry out regular housekeeping to ensure the server storage is used effectively.
- Monitor and maintain an effective system for staff to report faults, to record issues and ensure they are quickly rectified.
- To promote LGfL policies and manage LGfL accounts for staff and pupils, when necessary. To keep abreast of LGfL systems/resources and advertise these to staff.
- To assist the Computing Curriculum Leader (CCL)
 - in the audit and purchase of equipment, where necessary.
 - in the appropriate deployment of hardware around the school. Stock management of IT items.
 - in the development of The CCL vision statement and strategy.
- To create e-folders as required by the CCL, Headteacher or Deputy Headteacher.

- To work directly with the CCL to best support the use of ICT in school; implementation of the whole school ICT Policy.
- To work closely with Beebug, attend review meetings and monitor service backups and ensure that all necessary works are carried out on visit days.
- To provide support for teachers in the use of Media across the curriculum.
- To maintain, monitor and promote the School website, whilst upholding the Catholic ethos and values of the School.
- Maximise use of social media tools to promote and market the School; developing the school's digital presence through relevant social media and technology.
- To look at secure environments for the use of blogging for pupils and teachers and to monitor this form of communication throughout the school.
- Willingness to participate in training and development for CPD and keep abreast of new developments within the sector, attend BETT exhibition annually.
- To provide a helpful, professional, and flexible service to internal or external customers.
- To be completely aware of responsibilities at all times under GDPR ensuring compliance.
- To comply with and assist with the development of policies relating to the role.
- To act in accordance with Catholic values and positively represent School in all aspects of your work.
- To operate in accordance with the School's policies, procedures and code of conduct.
- To act in a manner which safeguards the health and safety of yourself and others.
- To undertake lunchtime duty supervising children for 30 minutes at lunchtimes.
- To take briefing minutes of some meetings as directed by the Headteacher
- To perform such other tasks as may reasonably be required by the Headteacher, Senior Leadership Team or ICT Leader, including typing duties.