

## **Batley Multi Academy Trust - Job Description**

<b>Trust/School Post:</b>	<b>Batley Multi Academy Trust</b>
<b>Department:</b>	<b>Trust IT</b>
<b>Post:</b>	<b>IT Technician</b>
<b>Grade:</b>	<b>5</b>
<b>Accountable to:</b>	<b>Director of IT</b>
<b>Responsible for:</b>	<b>Not applicable</b>
<b>Purpose of Job</b>	
Under the direction and guidance of the Director of IT the IT Technician will provide an efficient, technical support service across the family of Trust schools.	
<b>Responsibilities</b>	
<b>Technical ICT Support</b> <ul style="list-style-type: none"> <li>• Set up workstations in required locations ensuring that systems are switched on, ready for use and operating correctly.</li> <li>• Assist in providing first response support for application software and hardware problem-solving.</li> <li>• Provide assistance to teachers, learners and other members of staff in the basic use and setting up of computer equipment, software and procedures.</li> <li>• Install new software, hardware upgrades and replacement components as required.</li> <li>• Provide basic maintenance and cleaning support for all computer equipment and networks, including the connection and commission of new equipment, and security marking.</li> <li>• Assist in the preparation of material and equipment required for teaching to include the reproduction, printing and downloading of materials.</li> <li>• Carry out basic disc management on both file servers and workstations, restoring data as necessary and operating specified back up procedures.</li> <li>• Administer access security through operating user ID, password and access rights systems.</li> <li>• Assist with the maintenance and development of the School's internal systems such as the school app and website.</li> <li>• Monitor our e-safety software and report any concerns to the Safeguarding Lead.</li> </ul> <b>Health &amp; Safety</b>	

- Carry out routine Health and Safety checks on ICT, reprographics, and audio visual equipment reporting to the relevant senior leader/ line manager.
- Operate a loan system for equipment internally and with other schools, advising on suitability of equipment.
- In consultation with the line manager or SLT, maintain awareness of current developments through appropriate training.
- Assist in supporting/advising learners.

### **Administration**

- Operate an efficient system for the storage and distribution of hardware software discs and associated documentation (including loans and bookings).
- Maintain appropriate inventory and cataloguing systems for new, existing and obsolete stock.
- Organise for the repair and/or replacement of ICT, reprographics, and audio visual equipment including liaison with external suppliers and in consultation with senior leadership.
- Make petty cash purchases and/or requisition for stock in line with the Trust/ school's established financial and authorisation procedures.
- Receive and check deliveries and associated invoices.

### **Additional Information**

- Undertake any such duties commensurate with the post as directed by the Trust Headteacher/Director of IT
- As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the school's responsibilities towards safeguarding.
- A good knowledge and understanding of the Data Protection Act 2018 and a willingness and commitment to ensure compliance of this and any associated data-related legislation.
- Develop and maintain an awareness of mental health issues affecting both colleagues and learners and in act in a supportive way that helps others and enables them to be open about any issues affecting them.

### **Batley Multi Academy Trust - Employee Specification**

<b>Post: IT Technician</b>	<b>Grade: 5</b>
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Please carefully read the notes of guidance enclosed with the application form and provide information to help us decide whether you meet the criteria below.

<b>Qualifications, Skills, Experience</b>	<b>Essential/ Desirable</b>	<b>Method of assessment</b>
A minimum of 5 GCSEs Grade 4 – 9 (A* –C) or equivalent including English and Maths.	Essential	Certificates
ITIL Foundation or Higher Certification.	Desirable	Certificates
Experience of word processing, spreadsheets, databases, PowerPoint and other computer based systems.	Essential	Application Form/ Selection Process
Relevant previous experience in an IT technician role, or a role which includes similar duties and responsibilities.	Essential	Application Form/ Selection Process
Experience of working with Hyper-V or VMWare.	Essential	Application Form/ Selection Process
Working knowledge of a Windows based environment including Active Directory, DHCP, DNS and Group Policy.	Essential	Selection Process
Working knowledge of G Suite administration.	Essential	Selection Process
Understanding of networking in an education or business environment, including VLANs, VPNs, switches and routers.	Essential	Selection Process

<b>Performance Attributes</b> <i>Please note, all the following criteria are <b>essential</b></i>	<b>Method of assessment</b>
Good literacy and numeracy skills.	Application Form/ Selection Process
Effectively communicates and exchanges orally or in writing information to inform others, including colleagues and	Application Form/ Selection Process

learners.	
Makes a contribution to working flexibly with colleagues within the team and supports others to achieve shared goals.	Application Form/ Selection Process
Good organisation skills.	Application Form/ Selection Process
Takes a flexible approach to changing priorities or unexpected situations.	Application Form/ Selection Process
Consistently performs to the best of their ability as directed Trust's policies and procedures and delivers an efficient and effective service.	Selection Process
Problem solving skills.	Selection Process
Recognises the importance of continued professional development.	Application Form / Selection Process
Represents the school/ Trust with integrity and professionalism.	Application Form/ Selection Process
Flexible approach and adapts to change in a positive manner.	Application Form/ Selection Process
Able to work under pressure.	Application Form/ Selection Process