

## Job Profile

<b>Job Title:</b>	<b>ICT Technician</b>
<b>Salary:</b>	<b>Grade 6</b>
<b>Post Name:</b>	
<b>Key Base:</b>	The Castle Rock School or The Newbridge School <i>with the flexibility to work in other schools within the MAT as required.</i>
<b>Hours:</b>	37
<b>Responsible to:</b>	School Network Manager / Trust ICT Infrastructure & Strategy Lead
<b>Core Purpose:</b>	To develop young people's potential academically, socially, morally, spiritually and emotionally in a stimulating and challenging environment in order to produce young people who can think independently, behave responsibly and continue to learn successfully.
<b>Job Purpose:</b>	To provide ICT, audio-visual, and other media support to function as part of a flexible team of Technicians operating across all curriculum areas and administration.

## Main duties & responsibilities:

- Provision of ICT support services to students, staff and visitors as required for their work.
- To assist with the sound and lighting at functions, assemblies, and presentations.
- To provide a recording and copying service as required, ensuring compliance with copyright legislation.
- To maintain the security and efficiency of the network system under the supervision of the Line Manager and ICT Infrastructure & Strategic Lead and co-ordinate the efficient operations of all computers and associated equipment within the Trust.
- To assist the ICT Support Team from the Trust to ensure that the curriculum and administration networks are efficiently and effectively managed e.g.
- Provide support in updating the MAT and academies websites and social media where required.
- To support senior colleagues with the management and monitoring of ICT inventories and data recording.
- To assist with support to primary partner schools.
- To assist with the technical management of iOS devices and mobile device management software.
- To assist with support of the Trust's cashless catering system.
- To assist in organising the booking system for ICT rooms and ICT equipment.
- To take bookings for media equipment as required e.g. cameras, sound, and lighting systems.
- To be responsible for sound and lighting equipment, including secure storage of equipment and cleaning as required.
- To ensure that ICT resources are maintained in good working order by checking equipment, cleaning keyboards, replacing toner cartridges, simple maintenance.
- To install and support software on stand-alone machines.
- To keep appropriate records e.g. equipment inventory, including secure storage of equipment, logging whereabouts of portable equipment, loans to staff and equipment faults, annual stock take of equipment.
- To carry out adequate back-up procedures e.g. checking logs, changing tapes.
- Assisting in the completion of health and safety returns.
- To support teaching staff with the general running of ICT rooms to ensure lessons are efficiently and effectively serviced.
- To liaise with external suppliers/agencies
- To perform any other duties as defined by the Technical Support Team.
- To keep abreast with developments in educational ICT and A/V.

## Support to the organisation

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Assist with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the Academy.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required (see footnote 1).
- Assist with the supervision of students out of lesson times, including before and after Academy and at lunchtimes.
- Recognise own strengths and areas of expertise and use these to advice and support others.

## Special Features

- The post holder shall be required to work in any of the schools/academies within The Apollo Partnership Trust group of academies as directed by the Chief Executive Officer/ Chief Finance and Operation Director.
- Be a professional role model, and understand and promote the aims and values of the Trust.

## Professional Accountabilities

The post holder is required to be aware of and comply with policies and procedures relating to child protections, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition, they are to contribute to the achievement of the Trust's objectives through:

## Commitment to Safeguarding Children

- To promote and safeguard the welfare of children and young people you are responsible for or come into contact with.
- To be fully aware of and understanding the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people
- To read part 1 of Keeping Children Safe in Education and updates as provided by the academy.
- To read, understand and uphold the academy Health and Safety and Safeguarding policy and procedures.
- To be aware of the indicators of concern and symptoms of abuse by completing annual safeguarding training and training relevant to current national safeguarding issues such as Prevent, CSE, FGM.
- To report all causes for concern to the Safeguarding team using Trust procedure.
- To report all causes for concern to the GDPR/Data Protection team using Trust procedure.
- To apply the behaviour management system so that effective learning can take place.

## Financial Management

- Personally accountable for delivering services efficiently, within budget and to implement any approved savings and investment allocated to the service area.

## People Management

- To comply and engage with people management policies and processes;
- To contribute to the overall ethos/work/aims of the Trust;
- To establish constructive relationships and communicate with other agencies/professionals;
- To attend and participate in regular meetings;
- To participate in training and other learning activities and performance development as required;
- To recognise own strengths, areas of expertise and use these to advise and support others.

## Equalities

- To ensure that all work is completed with a commitment to equality and antidiscriminatory practice, as a minimum to standards required by legislation.

## Health and Safety

- To ensure a work environment that protects peoples' health and safety and that promotes welfare and which is in accordance with the Trust's Health and Safety policy.

## Corporate Responsibilities

- To assist with student needs as appropriate during the school day
- To show support for and uphold our ethos, value, all policies and procedures
- To promote high standards in attendance, punctuality and appearance adhering to Staff Code of Conduct
- To support the induction of new staff, students and apprentices
- To communicate effectively and professionally, both orally and in writing
- To make a positive contribution to the wider life and ethos of the school
- To act with professionalism, integrity and with due regard to matters of a confidential nature at all times
- To comply with any reasonable request from a manager or Principal to undertake work of a similar level or commensurate with role and level of responsibility that is not specified in this job description.

### **Note 1:**

***In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:***

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.***

### **Note 2:**

***The above responsibilities are subject to the general provisions of the appropriate conditions of service document and any authority interpretation as discussed with the non-teaching association.***

***(a) The detail of the duties will be determined following consultation with the postholder.***

***(b) The Trust operates a no smoking policy on all campuses.***

### **Note 3**

***The contents of this job description will be reviewed with the post holder on a regular basis in line with the Trust's appraisal and pay policy.***

### **Note 4:**

***Due to the nature of the work, this post is exempt from the Rehabilitation of Offenders Act 1974 and the post holder must have a satisfactory Enhanced Disclosure (via the Disclosure and Barring Service) the duties outlined in this job description may be modified by the trust Leadership Team, with***

*agreement of the post-holder, to reflect or anticipate changes in the job, commensurate with the salary and job title.*

## SPECIAL FACTORS

- The nature of the work may involve the jobholder carrying out work outside of normal working hours.
- This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006. Therefore, a **DBS enhanced check for a regulated activity (includes a barred list check) is an essential requirement.**

This Job Profile sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.

The Apollo Partnership Trust is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

<b>Postholder's signature:</b>			
<b>Printed:</b>		<b>Date:</b>	
<b>SLT signature:</b>			
<b>Printed:</b>		<b>Date:</b>	