

Glebe School

An ambitious, inspirational trust, providing outstanding learning and support

JOB DESCRIPTION

IT Technician

NJC Scale 4 £27,438 - £29,583 FTE (actual starting salary £16,389)

25 hours per week, 39 weeks a year (worked over 38 weeks)

Job Purpose	The post holder will work under the instruction of the Network Manager & School Business Manager; supporting the smooth running of the school's IT provision. The post holder will offer assistance to ensure that the school's IT systems are reliable, functional and safe for staff, pupils and other stakeholders at all times.
Key Responsibilities and Duties	<p>Supporting IT:</p> <ul style="list-style-type: none">• To provide technical support and advice to staff, pupils and other stakeholders within the school, in person, over the telephone and by email; identifying when support requests should be escalated to achieve a resolution• Assist with the installation, configuration and maintenance of all IT equipment & network infrastructure. This includes Windows 11 desktop computers, laptops, iPads, RJ45 switches/ hubs, printers and software including antivirus software in accordance with relevant regulations & school procedure. All changes will follow a set configuration procedure where applicable. Work carried out shall comply with Health and Safety regulations• Use of Active Directory, setup and deletion of user accounts for IT systems, ensuring appropriate access levels are granted and records are kept up to date• Using various systems including Office 365 to set up and maintain user accounts for students, staff and trustees while following starters and leavers procedures.• Set up of online courses for training and assigning appropriate courses to users• Administration of Apple School Manager within the school including the use of our MDM Server (currently Jamf) and deploying profiles/content etc. to the school's Apple Devices for learning• Assist with the administration of Windows server 2016, network infrastructure, RJ45 cabling, patching and telephony system• Assist in ensuring core software and systems are up to date and patched at all times• Assist with the backup of onsite servers and cloud based systems• Monitor IT systems to ensure they are secure and available, and use is in accordance with the school's IT Acceptable Use Policies reporting any concerns to senior staff• To carry out hardware repairs to equipment when required ensuring this is done in a timely manner to ensure maximum availability and usage of equipment• Ensure that new equipment and disposals are recorded on the asset register ensuring that this meets legal and data protection regulations• Ensure Loaned school equipment is logged, signed for and accounted for.

	<ul style="list-style-type: none"> • Ensure stock of consumables and parts are monitored and replenished as necessary • Assist with the completion of DPIAs, having regard to GDPR law. <p>Supporting the school:</p> <ul style="list-style-type: none"> • Attend staff briefings and staff meetings as required • Adhere to the Staff Code of Conduct and other policies relating to staff • Demonstrate a record of excellent attendance and punctuality • Be aware of and comply with policies and procedures relating to safeguarding, health & safety, security, confidentiality and data protection reporting all concerns to the appropriate person as agreed • Appreciate and support the work of other professionals • Participate in training and other learning activities and performance development as required • Participate in the school’s performance appraisal system in order to develop and enhance performance • Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory • Demonstrate suitability to work with children • Any other duties as reasonably requested by the Head Teacher.
Safeguarding	<p><i>Glebe School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo a child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. This role is exempt from the Rehabilitation of Offenders Act.</i></p>