



SIDESTRAND HALL SCHOOL

Job details

Job title: ICT Administrator

Salary: Scale D

Hours: 25 hours per week, Term Time plus one week

Contract type: Part Time Permanent

Reporting to: ICT Services Manager

Job purpose

To provide installation, maintenance and admin support for the schools ICT services, including desktop computers, laptops, tablets, ipads, whiteboards, projectors and cameras and various software applications, maintaining a log of all ICT-related problems and actively progress each problem to resolution.

Assist the ICT Services Manager with deployment of ICT equipment around the school. To maintain an inventory of the school's ICT equipment, software, license and component portfolio and ensure that additions, upgrades, changes and disposals information is current.

To provide administrative support to the ICT Services Manager, such as: updating information held on school databases, updating the schools website and staff hub, and compiling reports.

Principal Accountabilities (order of importance)

1. To provide first line ICT support for the school, ensuring all issues are recorded, and resolved in a timely manner; following up with outside manufacturers, contractors and colleagues as required.
2. To perform basic maintenance and repairs, resolving straightforward problems, arranging manufacturer/warranty repairs if required and referring complex problems to the ICT Services Manager.
3. To administer the loan of ICT equipment to staff, maintaining a register of items on loan and ensuring timely return of equipment at the end of the loan period.

4. To undertake responsibility for ownership of data held on the servers and ensure that data is backed up and that an off-site copy is available in the event of a disaster.
5. To manage the acquisition of the appropriate software licenses for the school to ensure compliance with all regulations.
6. To maintain ICT Suite; keeping a timetable of room use, setting up room and equipment as required prior to each lesson; and providing teachers technical support if requested.
7. To maintain an ICT equipment, software license and warranties database and carry out an annual audit.
8. To undertake such other duties as may be delegated or assigned commensurate with the level and grading of the post.

Other Areas of Responsibility

The ICT Administrator will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school business manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

Notes:

This job description may be amended at any time in consultation with the post holder.

Last review date: November 2018

Head Teacher/line manager's signature: _____

Date: _____

Post holder's signature: _____

Date: _____

Person specification

Criteria	Qualities
Qualifications	<ul style="list-style-type: none"> • Relevant qualifications with practical experience in coordinating ICT service administrative tasks to support a teaching and learning environment. • Willingness to participate in development and training opportunities.
Experience	<ul style="list-style-type: none"> • Practical experience in co-ordinating the activities of others, with particular emphasis on ICT service administration and the overall need to support teaching staff operating in a school environment. • Demonstrable experience in introducing efficiency, in simplifying processes or tasks and in researching or monitoring information and records to identify problems and make recommendations with regard to problem resolution. • Knowledge of ICT service administration procedures used in schools. • Ability to interpret statistics and information to safeguard against detrimental performance to achieve improvement.
Skills and knowledge	<ul style="list-style-type: none"> • Customer focus. • Ability to work within set time constraints. • Understanding of the school environment and constraints. • Knowledge of networking, desktop computing, mobile devices, and other technologies. • Knowledge of various school software and applications; such as: MS Office, Active Directory, G-Suite, Android and Apple IOS. • Organisational and liaison skills. • Analytical and problem solving skills.
Personal qualities	<ul style="list-style-type: none"> • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Flexible and able to respond to the changing needs of the School