** Sacred Heart Catholic High School**

**Job Description**

**Post**: IT Technician

**Grade**: N6

**Hours:** Full time, 37 hours per week

**Responsible to**: IT Network Manager

**In all aspects of the post s/he must implement faithfully and effectively the Aims and Policies of this Roman Catholic school and work collaboratively to ensure that the Christian ethos, standards of academic excellence and good behaviour are maintained and strengthened.**

**Job Purpose**: Assist in the development and management of the schools’ IT systems and infrastructure. Provide technical support to staff and students across the school in areas of IT (curriculum and administration) and Performing Arts (PA).

**Main Responsibilities**:

The following is typical of the level of duties which the post holder is expected to carry out. It is not exhaustive, and other duties of a similar type may be required at the discretion of the Head teacher.

1. Monitor, manage, maintain and upgrade hardware and software across the school.
2. Help in the management and maintenance of the school’s infrastructure - wired and wireless.
3. Support the management and maintenance of the school’s WAN provision – broadband, firewall and filtering.
4. Support the management and maintenance of the school’s backup systems and disaster contingency.
5. Manage and maintain the school’s MIS systems including SIMS, PARS and Insight.
6. Take responsibility for projects allocated by the Headteacher/Line Manager, with Line Management support.
7. Keep abreast of IT developments and assist in the research of new technologies to ensure the schools’ IT systems are fit for purpose.
8. Provide technical support for all users across the school.
9. Liaise with staff to provide support for performing arts including tasks such as exam work & performances. In addition provide support for users of the Auditorium (eg assemblies to internal/external events).
10. Support and devise training and development for staff and students as directed by Line Manager.
11. Follow health and safety procedures.
12. Liaise with Line Manager in supporting the development of IT policies and procedures.
13. Promote and implement the school’s equal opportunities policy in all aspects of employment and service delivery.
14. The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.

This job description may be amended by the Head teacher after consultation with the post holder.