

## **Polehampton Schools**

### **IT and Operations Assistant**

#### **Job Description**

Main purpose of job:	To be part of the school's administrative team and assist in all areas of ICT, Premises management, Health and Safety, Procurement, ICT and all matters within the administration of the school which are supportive to the teaching function.
Reports to:	Head of School/ School Business Manager
Contact:	Contacts will include Headteacher & staff of the school, external agencies such as IT contractor, WBC, The Keys Academy Trust and other contractors
Hours of Work:	12 hours per week (ideally 4 mornings), term time only
Rate of Pay:	Grade 4

#### **Principal accountabilities:**

- 1) To assist the Headteacher and School Business Manager (SBM) with the formulation and implementation of the school's Health and Safety policy.
- 2) To arrange Health and Safety training for staff as required and maintain training records.
- 3) Assist the Site Controller and SBM with the maintenance and security of the school site and the buildings to include managing contractors and arranging work as required.
- 4) To assist in the negotiation, management and monitoring of contracts, tenders and agreements for the provision of support services for the school
- 5) Working with school's IT contractor to identify IT problems and requirements, source quotes for best value and assist with installations of ICT equipment such as new computers and peripherals. Liaise with contractor in fixing simple faults not requiring a site visit.
- 6) Technical tasks on networked computers, e.g. ensuring back-ups completed, upgrades performed (SIMS, FMS, SCO, Target Tracker etc.), monitoring server usage, monitoring electronic storage in line with Data Protection Regulations.

- 7) Liaise with Finance to ensure all licences are up to date e.g. Smartboards, Espresso, Microsoft, Music etc..
- 8) Manage i-pads and chrome books to include allocation to staff / pupils, configuration and management of apps to ensure synchronised and relevant.
- 9) Classroom support for operation of computers, peripherals and software across the network. E.g. Maintenance of equipment such as projectors and printers including replacement toners and periodic cleaning.
- 10) Develop knowledge and oversight of whole school networking topology, connections and components.
- 11) Ensure data export for school administration systems is carried out in accordance with relevant deadlines (eg, phonics, SATS).
- 12) Liaise with senior staff/clerk to governors to update school's website.
- 13) Liaise with IT contractor to set up/close down staff and governor users, including email addresses, password access, drives etc..
- 14) Managing inventory register of IT equipment to ensure appropriate allocation (i.e. teacher laptops) and ensuring all equipment is recorded including location, age, function etc. Dispose of old IT equipment both physically and on the inventory register.
- 15) Attend termly meetings for operations and IT staff
- 16) Undertake any training required for the role
- 17) Any other duties that reasonably fall within the purview of the post which may be allocated after consultation with the postholder.

### **Skills/Knowledge**

- IT skills are essential for this role, in particular the ability to problem solve as the post holder will need to assist staff with IT problems and determine resolutions
- This role requires an exceptional degree of confidentiality as the post holder will be dealing with pupil data
- This role requires excellent communication skills, as the post-holder will be working with many different groups and will need to communicate their knowledge appropriately to all people

### **Additional comments**

These are currently the main duties of the post holder. It is not a comprehensive list of the activities carried out and may need to be varied from time to time to ensure the efficient running of the school. This post is based at Polehampton Junior school but both Polehampton schools work closely together so there may be times when work is required over both schools.

Some flexibility in hours worked would be appreciated to accommodate attendance at courses and briefings.

## PERSON SPECIFICATION

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

**Knowledge/Qualifications:** (including professional body qualifications, NVQs etc and Training ) – What does the postholder need to know in order to be able to carry out the role to the level required.

- Necessary - NVQ Level 2/3 or equivalent in Maths and English
- Necessary – IT skills – basic competency in using a variety of IT systems
- Desirable – knowledge of school IT systems e.g. SIMS, Access, Target Tracker etc.
- Desirable - knowledge of educational and health and safety legislation.
- Desirable - knowledge of the roles, responsibilities and procedures of the governing body, the Headteacher, the Keys Academy Trust and the DfE

**Skills/Abilities:** Problem solving, creative thinking, team working, quality focus, customer service, report writing, IT skills, people management.

- Good IT skills
- Confident at problem solving
- Good general communication skills
- Excellent, accurate, and concise writing skills
- Good organisational skills – able to prioritise workload
- Excellent record keeping, information retrieval and dissemination of governing body data/documentation
- Tact, diplomacy, confidentiality and sensitivity

**Personal Qualities:** or character relevant to the job such as ability to work as part of a team, a caring attitude, a good listener, a sense of responsibility, a positive attitude etc.

- A flexible approach to work
- A sense of responsibility and integrity
- Positive attitude to personal development and training
- Openness to learning and change
- Tact and diplomacy
- Confidentiality
- Ability to remain impartial

**Special Factors:** e.g. hold driving license, work special hours, prepared to travel, attend evening meetings, hazardous conditions etc

- Able to travel to meetings/training
- Available to be contacted at mutually agreed times