

CHESTERTON COMMUNITY COLLEGE

Headteacher: Lucy Scott

Job title: ICT On Site Technical Lead

Job description

Purpose of the post:

Responsible for the management, installation, maintenance, availability and security of the schools network, hardware and software. Working closely with the Trust IT Director and Technology Director to take a lead in ICT at Chesterton Community College, to ensure the smooth running of the school, having responsibility for the network, affecting both the curriculum and administration.

Main duties and responsibilities:

Management and Supervision:

- Assist the Trust Director of Curriculum & Technology in the management of ICT technical support staff.
- Be aware of and take part in the schools performance management framework and participate in training and development activities as required.
- Manage IT support systems, processes, ticketing and technician completion of jobs.

Infrastructure and Maintenance:

- To maintain the school's business critical systems.
- Manage the schools network infrastructure, servers and workstations. Provide advice on networking, purchasing and any relevant contractors.
- Collate quotes and raise orders.
- Develop hardware, software and the network solutions throughout the school, to meet curriculum and administrative needs.
- Ensure that the tablet learning scheme is operational technically.
- Ensure that the network is operational during access hours and appropriate back-up protocols are implemented.
- Responsible for regular maintenance programme and resolving failures in hardware and software and ensuring appropriate "housekeeping" tasks are implemented.
- Monitor the use of hardware and software and ensure all software is licensed.

Development:

- Develop, implement and monitor the schools practices for data protection, GDPR, internet use, e-mail, security and ICT resource management.
- Ensure the preparation and maintenance of documentation, manuals and user notes.
- Provide support and guidance to pupils and staff in the use of ICT and provide feedback to pupils using specialist skills/training/experience.
- Train staff on a wide range of applications used in school.
- Produce audits and reports on ICT use and costs to demonstrate best value in provision of products and services.
- Responsible for setting up security parameters and ensuring virus checks are implemented.
- Management of College websites and online learning systems.