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| **Ernest Bevin College**  **Job Description**    Senior IT Technician  Scale 4- Scale 5 Pt7-Pt 15 (£24,279-£28,005) |

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| **Title:** Senior IT Technician | **Salary Scale:** Scale 4- Scale 5, Pt7-Pt15(£24,279-28,005) |
| **Supported by and reporting to:** IT Manager | **Assisted by:** IT Manager |

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| **Personal and Professional Conduct** | * Treat students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher’s professional position * Have regard to the need to safeguard Students’ well-being, in accordance with statutory provisions. * Show tolerance of and respect for the rights of others. * Promote fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs * Ensure that personal beliefs are not expressed in ways which exploit students’ vulnerability or might lead them to break the law. * Have professional regard for the ethos, policies and practice of the College in which they teach, and maintain high standards in their own attendance and punctuality. |
| **Strategic Planning** | * Attend and participate in regular Network Service meetings. * Report to the Line Manager incidences of staff/students contravening the Acceptable Use Policy. * To use and recognise own strengths and areas of expertise and use these to advise and support others. * Keep up to date with IT developments and liaise with the Line Manager over future developments. * Create and maintain a purposeful, orderly and productive working environment. * Maintain the tidiness and cleanliness of both Network Services office spaces and storage spaces. * Keep up to date with ICT development and liaise with Line Manager over future developments. * Assist with configuration, integration and installation and support of the College's IT systems. * Install new IT equipment and software under the direction of the College’s IT Manager, ensuring that the equipment and software is tested and working before deployment. * Windows Operating System configuration, management, diagnostics and problem-solving. * Supporting the virtual environments & related networking infrastructure. |
| **Safeguarding** | * To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation * To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker’s role * To ensure that the worker’s line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection * Develop constructive relationships and communicate with other agencies and professionals |

Work Hours – 36 hours PW, 0830 to 1630 Monday to Friday. In addition, the appointed person is expected to contribute to evening support (up to 8pm) as required by the Principal. This will only be necessary for specific the College functions, appropriate notice will be given, and will be limited to 3 occasions each year for each member of staff.

This job description does not direct the particular amount of time to be spent on carrying out the above duties and responsibilities and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendments at any time after consultation with the post holder. Employees will be expected to comply with any reasonable request from the Principal to undertake work of a similar level that is within your grade but not specified in this job description.

**November 2021**

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| **Ernest Bevin College**  **Personal Specification**    Senior IT Technician  Scale 4- Scale 5 Pt7-Pt 15 (£24,279-£28,005) |

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| **Title:** Senior IT Technician | **Salary Scale:** Scale 4- Scale 5(£24,279-28,005) |
| **Supported by and reporting to:** IT Manager | **Assisted by:** IT Manager |

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| QUALIFICATIONS | * IT related courses * Relevant training and/or professional practice experience in digital media applications * GCSE Maths and English A-C or equivalent | * Relevant Undergraduate Degree or equivalent |
| KNOWLEDGE AND SKILLS | * Good literacy and numeracy skills * Working knowledge of IT to support learning * Good communication skills, verbal and written * Experience of IT hardware, use of tools such as screwdriver, electric drill to maintain IT equipment * Good understanding of AV Hardware | * Experience of working with young people * Experience of managing resources * Deliver training where necessary to students and staff * Specialist knowledge and skills in photographic and/or video and/or sound recording |
| PERSONAL QUALITIES AND CHARACTERISTICS | * Flexibility and determination * Energy, enthusiasm and sense of humour * Ability to manage own work area, IT workstation, tools and equipment * Answer the telephone in a professional manner to deal with IT end users` queries, at an appropriate level for their understanding * Ability to produce documents in a clear and concise manner * Ability to work under pressure, meet deadlines, and establish positive relationships with students, parents, staff and outside agencies * Awareness of responsibility towards the safeguarding of students * Ability to work in a team and prioritise and organise own workload in order to meet the diverse and immediate needs of the working day * Ability to use own initiative and work independently and problem solve in order to get a job done * Ability to support teachers and students in using the full range of IT equipment, including Desktop, Laptop, printers, Scanners, and Projectors. * Ability to multitask and logical thinking | * Ability to make positive contributions towards College life * Commitment to the promotion of equal opportunities |
| SPECIFIC TO THE POST | * Knowledge of Windows AD Server * Office 365 Azure AD * Knowledge of Database (Multiple platform) * Understanding of windows server services (DNS, DHCP, WSUS, Etc) * Knowledge of SCCM * Knowledge of Signage software * Knowledge of PA system * Adobe Creative Cloud software suite | * Experience in VMware * Knowledge of Terminal Server Gateway * Experience in Meraki Wireless * Able to create ad-hoc software * Able to build the PC * Knowledge of SIMS MIS * Veeam * FileMaker * Experience in web content management systems (Wordpress) |

**November 2021**