



JOB DESCRIPTION: ICT Administrator (Salwa)

LINE MANAGER: Head of Salwa / IT Manager

SALARY: Admin Scale 14

**JOB PURPOSE**

Responsibility for the day-to-day management, administration, installation and maintenance of all SALWA School ICT hardware, software, web applications and other IT services.

**Recruitment Criteria**

* Experience of using and supporting educational software and web technologies would be beneficial
* Advanced software skills, including spreadsheets, email, databases, Microsoft suite and Adobe
* Familiarity with standard PC platforms and applications
* IT skills to include web development, the use of web content management systems, and a good level of knowledge of multimedia technologies
* Willingness to keep abreast of all developments related to ICT
* Experience in using Virtual Learning Systems would be advantageous
* Excellent organisational skills, and an ability to self manage & self directed with a high level of personal drive
* Ability to prioritise workloads, manage priorities and meet deadlines to maintain high standards of performance
* A familiarity with audio-visual equipment, such as projectors, speakers and Smartboards
* Ability to plan, organise and deliver staff technical training when necessary
* Availability to attend regular training as directed by any contacts (see above), presentations and information evenings, in ‘out of school’ time, including weekends and holidays
* Strong technical knowledge/background
* Excellent organisational skills
Good communication skills are required to get on well with staff, students and parents.
* Ability to deal with accountabilities stated below

**Job Accountabilities**

* Coordinate with the head of SALWA School, the Network manager and the ICT primary coordinator in order to prepare the annual ICT order
* Effectively implement, manage and maintain the school’s ICT infrastructure to support current and future developments based on the school’s Network manager guidance
* Ensure that the network is operational at all times and that appropriate back-up protocols are implemented
* Review, monitor and maintain security of ICT hardware and software
* Provide reports to Head of SALWA School and BAES on ICT matters whenever required
* Installing, maintaining and upgrading the schools hardware, software and network, this includes:
* Budget and IT ordering
* User management / creation (students and staff)
* Desktop / laptop build / rebuild
* Application assignment
* Ipad management
* Apps management and assignment
* Print management
* Audio-visual services
* Support / management of mobile devices
* Daily Backups
* Inventory (software, hardware)
* File management / storage
* Liaise with the Head of Salwa School & other members of the School’s IT team and BAES in order to implement the School strategy for auditing and reviewing the IT systems and software used across the School’s administration (example replace desktops/laptops after 4 years)
* Contribute to the development and maintain the School’s internal and external websites (the external website is the responsibility of the main site), working within the school website template, to update with news and current information (future plan to move the current website to a content management platform)
* Install /run school tests such as EPIPS, ASPECTS, PIPS… and export relevant data for analysis
* Develop and maintain a database of all IT equipments, programmes and software used and operated by staff in the School
* Consultation with Head of School and IT manager for replacing (and recycling where appropriate) IT hardware and software, within budget constraints
* Ordering and installing IT equipment and software, and obtaining, and updating software licensing agreements
* To help keep parents informed in matters relating to ICT by assisting in organisation of and delivery of ICT information sessions
* Maintaining a high-level of ICT support for the School
* Contribute to the planning and development of ICT services for the School
* Assist with the setup and operation of Audio/Visual presentations, as required, such as assemblies; information evenings for parents; Skype interviews or meetings.
* To have at least a conceptual understanding of Networks, including servers, switches and workstations.
* First line troubleshooting of printers and workstations.
* Support the development and expansion of ICT across the curriculum
* Ability to diagnose hardware/software faults and solve technical/application problems.
* To assist in the smooth running of ICT within the school at all times.
* Student / teacher support especially FS and KS1 lessons
* To ensure the careful organisation of ICT resources and easy access for teaching staff.
* To be a focal point for maintaining / developing school web-based services (PLP, VLE)
* To help implement ICT policies and procedures including social networking and ICT safeguarding policies
* Provide technical in-house training and support to academic and administrative staff using the VLE and/or future learning and web technologies
* Provide support on the VLE and/or future learning and web technologies for students
* Provide support, training and advice on use of iPads to staff and pupils

**KEY EXPECTATIONS**

All staff are expected to:

* Be aware of and committed to the mission, vision, values and all associated school policies
* Take an active role in the development and implementation of school policies and in the whole life of the School
* Ensure that there are equal opportunities for all
* Follow school procedures as outlined in the staff handbook

|  |  |  |  |
| --- | --- | --- | --- |
| Signed by post-holder | Signed by line manager | Date | To be reviewed |
|  |  |  |  |