

Glossopdale School and Sixth Form

JOB DESCRIPTION FOR THE POST OF NETWORK TECHNICIAN

37 hours / Full Year
Actual Salary (£21,968 - £ 22,423)

Full details of the post are contained within this pack

Key dates for applicants

Closing date for applications **Monday 27th February 2023 at 10am**

Interview will take place soon after

INFORMATION FOR APPLICANTS DOCUMENT CAN BE FOUND ON
OUR WEBSITE

To **aspire**, **endeavour** and **thrive** together

Glossopdale School & Sixth Form
Newshaw Lane • Hadfield, Glossop • SK13 2DA
<https://www.glossopdale.derbyshire.sch.uk>

JOB DESCRIPTION

JOB TITLE	Network Technician
GRADE/SCALE:	6 (£21,968 - £22,423 per year)
HOURS/FTE:	37 hours per week
WEEKS:	Full Year (25 days holiday increasing to 30 days after 5 years' service)
RESPONSIBLE TO:	Network Support Manager
LINE MANAGED BY:	Network Support Manager

BASIC JOB PURPOSE

To support the school's IT team in the management and administration of the school ICT network and coordinating the reprographics function. To work with the Trust IT team to maximise the efficiency and effectiveness of the IT infrastructure.

	MAIN RESPONSIBILITIES FOR THIS JOB ROLE
1	Provide classroom support to teachers using the computer systems, including informing teaching staff of any known software or hardware problems and loading the printers with appropriate consumables, to enable the staff to meet the needs of the curriculum.
2	Complete minor repairs to equipment and cabling where the fault is obvious and provide on-the-spot advice to other members of staff regarding such matters, to ensure maximum availability and usage of equipment.
3	Support the maintenance of the computer network (including the installation of the new software, ensuring anti-virus and other utility software is up-to-date and effective) under the direction of the Network Support Manager, to provide a user-friendly interface for all users
4	Provide software support for all users by being familiar with the current software and, where appropriate, producing user-friendly guides, under the direction of the Network Manager, to enable the systems to be fully used by all staff and students.
5	Support the gathering, creation and editing of content for: <ul style="list-style-type: none">• External Marketing Resources• Publications on the School website and social media• Production of content for internal displays
6	Assist with e-mail, internet and related activities including development and maintenance of the school's web site.
7	To support staff where needed in producing resources for in and out of the classroom including booklets, displays and materials for a virtual Learning Environment.
8	Some out of hours working will be required to support school events, such as open evenings and parents' evenings which take place throughout the year
9	Provide IT support throughout the exam periods through the provision of IT (as per individual requirements for laptops etc.) and provide support for the online testing

Core responsibilities for all employees

1. Health & Safety

All staff within The TRUE Learning Partnership are required to remain vigilant, observe all relevant Health and Safety policies and procedures, take reasonable care of their own and others' Health and Safety, report all accidents and incidents, and raise concerns through their line manager or the Headteacher as appropriate.

2. Equality & Diversity

Staff employed by The TRUE Learning Partnership are expected to promote equality of opportunity for all students and staff, both current and prospective, and to support an environment that values diversity and respect. The TRUE Learning Partnership believes that all individuals are of equal value and we are committed to equal opportunities for all.

3. Data Protection

All staff within The TRUE Learning Partnership have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the organisation, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role in the Trust shall not be kept for longer than is necessary for that purpose or those purposes, in accordance with GDPR 2018.

4. Safeguarding & Child Protection

The TRUE Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the Trust's Safeguarding and Child Protection policy and procedures at all times.

As the position you are applying for gives you privileged access to vulnerable groups, you are required to disclose all spent convictions and cautions under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 unless it is a "protected" conviction/caution under the amendments made to the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (in 2013) and, therefore, not subject to disclosure.

In line with Keeping Children Safe in Education (KCSIE) 2022, if a conditional offer of employment is made, an online check will be completed in addition to the enhanced DBS check.

Please ensure you have read the full safeguarding policy for Glossopdale School which is on the school website.

This job description is not intended to be a complete list of all duties and responsibilities of this role. The post holder may be required to carry out other duties and related tasks, the responsibility level of any other duties should not exceed those outlined above.

Note: *This job description will be subject of a review as part of the appraisal scheme on a regular basis and any part of it may be amended as a result of such a review or at any time after consultation with the post holder.*

Person Specification for the Network Technician role

QUALIFICATIONS AND TRAINING	
Essential	Evidence
1) To have GCSE or equivalent including Mathematics and English at Grade C/Level 2 or above	AF
2) A willingness to undertake formal training to obtain the necessary skills and knowledge for the role e.g. new hardware or software	AF + I
Desirable	
1) To have recent experience of working with networks, servers, PCs, email and security systems	AF
RELEVANT SKILLS AND EXPERIENCE	
Essential	
1) To have some knowledge of systems and software	AF
2) To have experience of working in a demanding environment and remain calm under pressure	I + R
3) To be able to work with a range of staff, students and outside agencies	I + R
4) To have a high level of attention to detail	AF + I
KNOWLEDGE AND UNDERSTANDING	
Essential	
1) A high level of organisational skill, including the ability to work independently and collaboratively to support the work of colleagues	AF + I
2) To be aware of unique demands of working in a school environment.	AF + I
3) To be capable of learning new technologies	I
4) To be approachable and flexible to ensure successful outcomes	I
5) To be able to manage competing demands	AF + I
INTERPERSONAL SKILLS	
Essential	
1) To possess high quality interpersonal and communication skills	AF + I
2) To be able to show initiative and implement change	I
3) To be able manage your own workload	I + R
4) To be able to work as a member of a team	I + R
5) To be flexible; willing to work outside of normal school hours on occasion to meet operational needs.	I + R
6) To demonstrate commitment, reliability and integrity.	I + R
OTHER	
Essential	
1) To display commitment to the protection and safeguarding of children and young people	AF + I
2) To have the ability to relate to and promote the ethos of the school	AF + I
3) To have excellent attendance and punctuality	R+I
4) To be willing to undertake training as required	AF + I
5) To be committed to promoting equal opportunities in the widest context.	I
6) To be committed to own personal and professional development	AF + I

Key to evidence source:

AF = Application Form

I = Interview

R = Reference