


Job Description		
Title: IT Support and Development Coordinator	School: Newark Orchard School London Road, Newark NG24 3AL	Grade: NJE Grade 5 Point 15-22
Job Purpose To maintain and develop a quality digital technology provision across school, meeting the Digital and Technology Standards for Schools as set out by the Department for Education and creating a leading and safe digital environment for staff and pupils.		
Key Responsibilities		
<div><div>1.</div><div>Responsible for establishing and managing access to whole school software both server and cloud based for all stakeholders</div></div> <div><div>2.</div><div>Lead development in ICT infrastructure, informing the leadership team on areas for improvement and relevant costs.</div></div> <div><div>3.</div><div>Accountable for the implementation and management of hardware Management Systems for all devices.</div></div> <div><div>4.</div><div>Lead the installation of applications and new software as required</div></div> <div><div>5.</div><div>Responsible for providing suitable access to hardware and software training for staff and pupils, as appropriate.</div></div> <div><div>6.</div><div>Responsible for management of peripheral devices, communications solutions and relevant consumables, aligned to stakeholder requirements, cyber security and local/national policy.</div></div> <div><div>7.</div><div>Keep all hardware relating to technology clean and in good working order.</div></div> <div><div>8.</div><div>Assist in all procurement relating to technology, building relationships with suppliers to provide an effective service and value for money.</div></div> <div><div>9.</div><div>Ensure technology meets requirements for hybrid working and assist the leadership team with emergency and recovery planning.</div></div> <div><div>10.</div><div>Responsible for managing the ICT budgets set annually by the leadership team and ensure procurement is aligned with policy and best value.</div></div> <div><div>11.</div><div>Responsible for maintaining, managing and reviewing the site-based server, including backup solutions.</div></div> <div><div>12.</div><div>Manage the schools asset register and security of devices with support from the Business Leader and site team.</div></div> <div><div>13.</div><div>Responsible for arranging ethical disposal and certificated destruction of IT hardware and consumables.</div></div> <div><div>14.</div><div>Responsible for updating policies relating to information technology, cyber security and Artificial Intelligence aligned to government guidance.</div></div> <div><div>15.</div><div>Manage the school intranet page and/or digital noticeboard</div></div> <div><div>16.</div><div>Promote the use of technology across school and provide training where required</div></div> <div><div>17.</div><div>Manage access and permissions for software aligned to policy</div></div>		



18. Ensure school meets its responsibilities for cyber security, adhering to local and national policy and guidance including data retention.
19. Champion cyber security across school, working with all stakeholders to promote best practice and improve outcomes.
20. Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions
21. To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures
22. To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team
23. To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school

Person Specification**Education and Knowledge**

1. GCSE grades 9-4 (A-C) including English and Maths
2. NVQ Level 3 IT Technician or equivalent
3. Extensive knowledge of a range of ICT Hardware, software and applications commonly used in schools
4. Excellent knowledge of Microsoft 365 including policy management and administration
5. Working knowledge of InTune and Apple Manager
6. Knowledge of server management
7. Extensive knowledge of GDPR policies and implementation
8. Knowledge of Meeting the Digital and Technology Standard in Schools and Colleges
9. Understanding of school's responsibilities to sustainability
10. Knowledge of AI applications and limitations in education

Experience

1. Working in a school environment
2. Planning and implementing IT projects
3. Working with leaders to inform improvement
4. Budget management
5. Training others in the use of technology and software
6. Asset management
7. Device management systems
8. Supporting other with technical enquiries
9. Implementing new systems
10. Procurement
11. Ensuring the business meets its responsibilities for data retention, storage and protection.
12. Experience and working knowledge of school IT infrastructure

Personal skills and general competencies

1. Outstanding communication skills
2. Keeping up to date with local and national policy
3. Working to policy and guidance
4. Working unsupervised
5. Passionate about improving outcomes for children with SEND
6. Enjoys working with technology
7. Seeks CPD opportunities
8. Engaged with new technology opportunities
9. Supportive, patient and empathetic
10. Adapts to change and the needs of the school
11. Professional and respectful manner
12. High Standards of work and conduct
13. Ability to plan
14. Creative approach to problem solving
15. Excellent time manager
16. Proactive
17. Team working
18. Flexible and resilient