



JOB DESCRIPTION

POST TITLE: ICT Technician/Office Administrator

REPORTING TO: School Business Manager

PURPOSE OF POST

Responsible for general technical ICT support within the school and admin support in the main school office.

MAIN DUTIES AND RESPONSIBILITIES

IT:

- Be responsible for the school website including uploading updated information, communications to parents, etc.
- Be responsible for updating the school's social media sites
- Be responsible for marketing/branding of school
- Produce/maintain IT problem sheet and liaise with external ICT Technician during each visit
- Provide technical advice and assistance in the classroom to support pupils and teaching staff with learning activities
- Ensure all interactive whiteboards are working correctly
- Maintain accurate and up-to-date records of all IT hardware and software on site
- Monitor and manage the use of internet within the school including the management of email accounts
- Add new members of the school community onto the school network and provide login details for associated IT subscriptions
- Remove leavers from the network and associated IT subscriptions
- Be responsible for the Inventory signing in system including issuing/removing fobs and security badges
- Support the delivery of Inset programmes for staff and assemblies as required by setting up equipment for staff, eg hall laptop, etc
- Deploy ipad software
- Check/sort out laptops/netbooks problems – look after trolleys
- Check ink and paper levels for all printers and photocopiers
- Be responsible for ICT cupboard/suite and check that all computers are working properly
- Be responsible for the school CCTV system

OFFICE ADMIN:

- Absence – face to face, phone calls, emails, answerphone and Parentmail messages and update on Integris
- Answer the office phone – answer queries
- Greet visitors

- Record/escort late pupils to class.
- Relay messages.
- Call parents as required, eg illness, forgotten lunch, suspension, etc
- Assist with the administration of registers.
- Send letters/forms/reports via Parentmail.
- Assist in the organisation of sports day, parents' evenings, productions, etc.
- Safeguarding – oversee entry/exit procedures to/from the school for all staff, volunteers, parents, carers and visitors – check paperwork.
- Update child/parent contact/staff/personal details on Integris
- Deliver bags, lunches, medicines, kit, etc to children in class
- Sign for deliveries
- Collect children for appointments, log time in and out on Integris and fire drill copy
- Send trip forms on parentmail, chase permissions
- Produce trip lists, medical and contact info
- Record trip and sports event lists/personal details given out and returned/shredded
- Send medical forms on parentmail and send response to class once received with medicine
- Scan DBS documents or Id
- Add new staff or DBS visitors to Inentry system
- Sort named lost property and return to children/termly put out for parents in playground
- Print new bookmarks and school value certificates

The postholder may be required to undertake such other duties as are required and are commensurate with the level of responsibility of the post.

Name

Signed

Dated