

The Joseph Whitaker School

An Academy specialising in Sport and Performing Arts



JOB DESCRIPTION **Principal AV and IT Technician** **Scale 4 / 5 AYR**

Job Purpose

- To lead and manage all Audio Visual (AV) requirements within school
- To ensure that the AV resources are professional and well maintained
- To check and maintain the Academy's ICT resource for safe, effective use by pupils and staff
- To provide technical support for staff and students
- To support all school IT systems and applications.
- To support pupils and staff in the appropriate use of ICT

Safeguarding

- Be familiar with, and follow, all Academy policies, in particular those related to safeguarding
- To promote the welfare of children

Accountable to: IT Network Director

Hours of Work: 37 hours per week

Key Accountabilities: As directed by the Network Director

1. To ensure that all AV equipment is in excellent working order for school events, assemblies, presentations to external agencies, etc.
2. To support and train staff in the use of AV equipment in order that they provide professional presentations within their lessons and for whole school events.
3. To support faculties with the school productions, musical events, examination videoing, sports events, etc. involving AV equipment and/or presentations.
4. To work with the ICT Network Director with the maintenance of the school's network of computers in line with the school's ICT policy by:
 - assisting with the installation and maintenance of hardware and software
 - performing regular maintenance operations of the school's file servers
 - checking virus protection programs
 - assisting with the maintenance of the school's software security systems
 - the ability to deal with IT 'emergencies' when the Network Director is unavailable including cyber-attacks
 - clearing out 'dead' material from servers
 - ensuring that all hardware is security marked
 - maintaining the school's hardware inventory
 - maintaining the school's network printers
 - maintaining the school's video editing facilities
 - supporting and maintaining the many IWBs and projectors throughout the school



Warsop Lane, Rainworth, Nottinghamshire NG21 0AG
Telephone: 01623 792327 Facsimile: 01623 792419
e-mail: office@josephwhitaker.org Website: www.josephwhitaker.org





5. To assist staff in solving any problems with using the school's network and to liaise with the IT Network Director and external agencies/companies as necessary.
6. To deputise for the school's ICT Network Director.
7. To lead and manage IT staff in the absence of the Network Director
8. To practise and promote fair and equal treatment of staff and customers throughout the course of performing all duties contained within this job description.
9. To undertake other duties of a similar level and responsibility as may be required from time-to-time.

Corporate responsibilities

- To participate and contribute to appropriate meetings and staff development
- To actively participate in activities in support of the aims of the Academy
- Other duties as specified by the Headteacher

Community

- Work closely with parents and other members of the community where appropriate
- Promote the Academy within the community
- Demonstrate a keen interest in the life of the Academy

As a member of staff at The Joseph Whitaker School you are expected to:

- Work in accordance with, and in support of, the Academy's vision and values
- Contribute to the Academy's ethos by setting a good example to colleagues and young people
- Participate and contribute to staff development and school routines and duties
- Take part in appraisal activities and reviews as required by the Academy policy and use the process to develop your personal and professional effectiveness



Warsop Lane, Rainworth, Nottinghamshire NG21 0AG
Telephone: 01623 792327 Facsimile: 01623 79241
e-mail: office@josephwhitaker.org Website: www.josephwhitaker.org





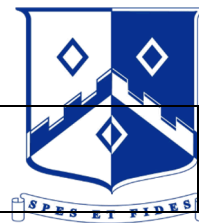
PERSON SPECIFICATION
Principal AV and IT Technician
Scale 4 / 5

	Essential	Desirable
QUALIFICATIONS	5 GCSE's (grade A-C) including Maths and English Prior experience in an ICT support role	Degree or HND equivalent in computer related subject Prior experience in an Educational setting
SAFEGUARDING	Full understanding of safeguarding requirements and how staff promote the welfare of children Enhanced DBS and validated references Eligibility to work in the UK	
KNOWLEDGE	High degree of skill and knowledge in both AV and IT Experience of repairing ICT related hardware, especially laptops and desktop computers. Knowledge of Microsoft Windows client and server operating systems Knowledge of wired/wireless networking and protocols	Knowledge and experience of Google Apps, Office 365 and SharePoint Awareness of scripting in terms of automation of network related tasks Knowledge and experience of Capita SIMS
PERSONAL QUALITIES, SKILLS AND EXPERIENCE	Ability to prioritise tasks, manage time effectively and meet deadlines Ability to cope effectively with the pressures of a demanding role Ability to maintain confidentiality in all aspects of work Interpersonal and communication skills to deal effectively with staff, pupils, parents, governors and outside agencies Ability to perform all duties and responsibilities. Lifting and carrying equipment are an integral part of the job. Commitment to providing a good standard of support without constant supervision.	



Warsop Lane, Rainworth, Nottinghamshire NG21 0AG
 Telephone: 01623 792327 Facsimile: 01623 79241
 e-mail: office@josephwhitaker.org Website: www.josephwhitaker.org





	A commitment to equality principles and practices	
--	---	--



Warsop Lane, Rainworth, Nottinghamshire NG21 0AG
Telephone: 01623 792327 Facsimile: 01623 79241
e-mail: office@josephwhitaker.org Website: www.josephwhitaker.org

