



Hartismere School

IT, Communications and Audiovisual Technician

Hours	37 hours per week 43 weeks per year (term time + pd days + 4 weeks)
Salary	within Grade 3 (£25,185 - £28,142) full time depending on experience which equates to (£23,674 - £26,468 per annum pro rata)
	Evenings where required for events

Specific responsibilities

- To provide an on-demand helpdesk service, responding to requests for digital related assistance in a timely and appropriate manner and ensure that the requirements for teaching and learning are put first.
- To work with our IT service provider to carry out on site support.
- To help maintain the secure operation of the network hardware infrastructure, including, but not limited to, cabling, wireless access points, switches, projectors, phones, touchscreens/TVs, servers and workstations.
- To support user access to the systems and services (including remote access), ensuring appropriate access rights are maintained and users are added/removed where appropriate.
- Ensure dedicated computer areas are ready for use each day and deliver booked hardware and resources to classrooms
- To support the installation of new hardware and software as appropriate.
- To help ensure the appropriate and acceptable use of the network and compliance with the acceptable use policy, as applicable to staff, students and guests.
- To maintain a regular audit and record of hardware in use and storage.
- To coordinate and support external contractors where required.
- Manage and maintain the school mobile phones.
- Assist in the operation of the School's CCTV systems, liaising with external contractors and our IT service provider.
- To assist, and often lead, in the setting up and working of IT, audio and visual equipment for lessons and events. Events could include, but are not limited to, assemblies, open evenings, sports days, drama and musical performances.
- To lead, train and support students in the use of audio/visual equipment in preparation for events and also during events.

- Ensure the safe disposal of obsolete equipment, consumables and waste material in line with legal requirements.

General responsibilities

- Follow school policies and the staff code of conduct, including those relating to confidentiality and behaviour.
- Communicate effectively with staff, students and visitors.
- Maintain and develop appropriate practical and procedural knowledge through continuing professional development and learning.
- To cooperate fully with the school's arrangements for the safeguarding of children.
- To have strong organisational skills, maintaining the ability to prioritise workload and remain calm in a busy environment.
- To provide active and positive support, where appropriate, for school events including parent consultation evenings, celebration and awards events, open evenings and afternoons and other occasions as requested by the Headteachers.
- To provide a positive role model in dress by avoiding 'dressing down' at work and by dressing in a business-like manner.
- To provide a positive role model for students by treating all nationalities, religious groups, those from wide ranging political persuasions, differing genders and sexualities and racial groups with respect, fairness and dignity.

This is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive or exhaustive list of all tasks that a member of staff may be required to carry out. You may be required to undertake any other tasks or responsibilities reasonably assigned at the discretion of the Headteachers.

Hartismere School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check and online presence checks.

To apply please complete an application form via our website www.hartismere.com.