



IT & Media Technician

JOB DESCRIPTION

RESPONSIBLE TO: Headteacher's PA and IT Manager

JOB PURPOSE: To support the provision of IT in the school, ensuring that the school's needs in relation to curriculum, and administration are met. Assist in the production of school publicity and promotional materials and responsible for the implementation of the school's marketing strategies and communications.

Principal Accountabilities:

- Assist in the maintenance of hardware and software.
- Provide 1st and 2nd line IT support.
- Troubleshoot IT problems.
- Ensure that the IT equipment runs effectively within the school for students and staff.
- Assist with the development of the school's Microsoft 365 platform (SharePoint, Teams, OneDrive, etc.).
- Assist with the introduction and roll out of enterprise level software/platforms in an educational setting.
- Assist and support with setting up classrooms, assemblies, meetings etc.
- Complete inventory of equipment.
- Provide technical support for school productions, including sound, lighting and staging.
- Deputise for the IT Manager on occasions.
- Assist in the management and maintenance of the school's website ensuring that all content reflects the values of the school and branding.



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- Liaise with external providers to ensure timely and cost-effective production of marketing materials.
- Assist in the management of the school's social media identity to communicate with parents and market the school.
- Liaise with staff to identify opportunities for engaging news stories that are appropriate for promotion via our website and social media channels.
- Assist in the design and production of a termly newsletter.
- Develop an image library for general school use. To photograph and video school events and edit them where necessary.
- Draft regular press releases on school activities, events and students' achievements.
- Assist events associated with marketing the school.
- Develop external publication links and publicity material.
- Assist with the implementation and promotion of the school's fundraising activities.
- Work flexibly, as you will occasionally be required to fit your working hours around school productions and events.
- Operate in accordance with School's policies and procedures, ensuring compliance with Safeguarding and Health & Safety policies.

Other Information

Equality of Opportunity

- To take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimization, harassment and bullying.
- Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, children, parents and visitors.

Confidentiality and Data Protection



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- To treat all information acquired through employment, both formally and informally, in strict confidence.
- Be aware of the school's responsibilities under the Data Protection Act (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.

To Contribute as an Effective and Collaborative Member of the School Team

- Any other duties as reasonably required by any manager of the school.
- Participating in the ongoing development, implementation and monitoring of the business plans.
- Attend meetings as required and make a positive contribution during meetings.

Safeguarding

- Being aware of and complying with policies and procedures relating to child protection reporting all concerns to an appropriate person.

General Policies & Procedures

- Being aware of and complying with policies and procedures and in particular health & safety reporting all concerns to an appropriate person.
- Awareness of responsibilities of the governing bodies.