



Job Description

Main responsibilities of the post:

- ❖ To work with the schools' Leadership teams to develop an exciting and innovative curriculum in line with the National Curriculum requirements, including coding and use of digital media to enhance teaching and learning
- ❖ To ensure that the teaching of E-Safety is central to children's educational experiences
- ❖ To be actively involved in computing initiatives, including promoting the use of cross-curricular ICT digital media, and school to school collaboration
- ❖ To provide pro-active and responsive technical support to ensure ICT supports both schools delivery of their educational vision.

PLEASE NOTE: Each school is at a different stage of its development and both schools currently work with ICT support services with whom they have a Service Contract. Dulwich Hamlet works with The Charter School North Dulwich RM Hub and the The Belham works with Joskos. In addition, Dulwich Hamlet employs a part time technician who currently is responsible for some of the tasks outlined below; the successful applicant will be flexible and responsive to the development needs of each school.

Main duties:

- To provide effective support to teachers, staff and pupils in the appropriate use of ICT and digital media including E-Safety
- Be an Atomwide Nominated Contact Email Administrator for both Schools LgFL USO (Unified Sign On)
- To support the planning and teaching of computer coding and digital media lessons as agreed with the teaching staff
- To provide feedback to teachers on pupil attainment and progress in the ICT and Computer Coding curriculum
- To follow test procedures for any new ICT systems and services
- To use their professional skills and judgement to maintain the schools' ICT systems and services for effective and safe operation in conjunction with our network providers and suppliers, identifying and helping to resolve faults in networks (faults with routers, hubs, switches, patch panels, caching servers and cabling), identify faults in computers, and arranging for manufacturer warranty repairs to be made.
- To support and maintain projection, and CCTV systems in conjunction with the Premises Team

- To be responsible for changing toners in the network printers and copiers, help with minor faults and if necessary liaising with third party suppliers to repair printer/copier faults. Keep accurate records of toners, track usage, and organise the recycling of cartridges.
- To assist in the maintenance and support of the schools' managed print, MIS, Parent Pay, telephone, email systems in conjunction with the School Business Team
- To support wireless technologies such as i-Pads, laptops etc.
- To keep all i-pad trollies working effectively
- To keep up to date records of installed hardware, hardware manufacture warranty software, support licencing renewals in a central database
- To report any security issues to the School Business Managers
- To report on variations to contracted services and escalate contract/warranty issues appropriately
- To work with external support agencies to afford solutions to issues arising on any systems and services and ensure that they are kept updated and maintained
- Attend and support staff training sessions, to increase personal understanding of how ICT is used in specific contexts
- To carry out full safety checks, follow relevant H&S procedures and report any issues to the Premises Managers
- Display commitment to the protection and safeguarding of children and young people
- Comply with the DHET Safeguarding arrangements at all times and provide personal documentation or details to facilitate any checks that are required
- Develop professional relationships with all staff and governors
- Be aware of and comply with, the Trust's policies and procedures at all times
- To attend and perform in accordance with the Academy Trust expectations
- In addition to the above to undertake any other duties appropriate to the grade of the post.
- To oversee and ensure that the daily tape backup is operational and up to date at DHJ
- To attend training and seminars when and where appropriate.
- Contribute to staff working groups as appropriate and required.
- Assist administrative staff with software operations as necessary.
- To attend and perform in accordance with the Academy Trust expectations
- In addition to the above to undertake any other duties appropriate to the grade of the post.