AYLESBURY GRAMMAR SCHOOL

IT INFRASTRUCTURE SPECIALIST

JOB DESCRIPTION

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| **Role title** | IT Infrastructure Specialist |
| **Salary Range** | Equivalent to Bucks Pay ISN 25-30 |
| **Hours/Weeks** | 37 hours per week / Full-time |
| **Responsible to** | IT Leader |

**Role purpose**

To protect and maintain the smooth running of the network. To provide excellent 2nd line technical support to staff and students.

**Duties and responsibilities**

1. Responsible for the day-to-day management of the school IT infrastructure, including but not limited to; servers (on-prem and cloud), desktops, tablets, switches, wireless, firewall, CCTV, Internet, IP telephony, Office 365 and G-Suite
2. Overall responsibility for endpoint security
3. Responsible for maintaining and testing backups
4. Overall responsibility for monitoring and reporting safeguarding issues on the network
5. Overall responsibility for maintenance of the library software
6. Overall responsibility for ensuring all curriculum software is kept up to date
7. Overall responsibility for maintenance of cashless catering software
8. Responsible for updates to the School website as required
9. Lead the installation of new IT equipment, liaising with third party companies if necessary
10. Perform maintenance repairs and upgrades, liaising with third parties and ordering spares when required
11. Provide prioritized and professional 2nd line technical support to staff and students with IT related problems.
12. Provide setup and AV support for assemblies and after school events
13. Assist in the smooth running of all classroom IT hardware
14. Assist in the monitoring of system performance. Diagnose and resolve network, software and hardware faults
15. Assist in the delivery of staff IT training
16. Keep all IT documentation up to date and maintain asset registers
17. Help mentor the IT Technician
18. Work with SLT and HOY to review CCTV footage
19. Identify, suggest and implement new software or hardware to improve the quality of IT and teaching at AGS
20. Contribute to the IT strategic plan
21. To demonstrate a willingness to work flexibly, sometimes outside of normal core hours, in response to service demands, as agreed with the ICT Leader
22. To deputise for the IT Leader in their absence
23. To continually keep themselves up to date with new technologies and IT issues

**General duties**

1. To take responsibility for health and safety in the workplace by undertaking risk analyses for the immediate work area and following guidance in the AGS Health and Safety Procedures Manual

**Other duties**

1. To supervise students as directed on occasion
2. To carry out any other duties that may reasonably be required by the Headmaster or the line manager

**Alterations**

1. The Headmaster may alter this job description, after discussing any alterations with you and giving you reasonable notice of the alterations

March 2019