

IT Role JD & PS

- Job Title:** IT Officer
- Reporting to:** Director of Marketing & Development
- Job Purpose:** To manage the IT and digital systems and offer IT support to staff and students as needed. Particular focus on two projects: transfer to a new database system to manage bookings and CRM and a telephone system upgrade.

Principal Accountabilities

- Provide first-line IT support to college staff
- System and infrastructure management
- Maintain and support the college database
- Manage the transition from the current database system to a new one
- Maintain and support audio/visual equipment
- Website management
- VLE oversight and development, providing technical support to students
- Ensure the security of the College network
- Leadership and technical expertise in applying IT innovations to the development of the College's teaching and learning in line with the College's strategic plan

Detailed Tasks

- Good communication skills to provide first-line IT support to college staff by email, telephone and in person, troubleshooting issues and problems in a calm and timely manner, escalating them to our external IT provider when necessary
- In collaboration with our external providers, maintain the IT infrastructure of the college including servers, Wi-Fi hubs, network switches, firewalls, printers and photocopiers
- Maintain and develop the college's bespoke Access database, providing technical support to staff
- Work with the Director of Marketing and Development and the College Leadership team on the proposed new database system
- Have oversight and provide technical support for the college's telephone systems
- Ensure all hardware (PCs, laptops and thin clients), software (Microsoft Office, Adobe, Sage) and services (email) are working optimally with the latest updates and patches installed. Have oversight of network security.
- Maintain the audio/visual equipment to ensure it is working correctly and provide support when required
- Have oversight in maintaining and developing the self-hosted virtual learning environment, providing support to students and college staff when required
- Working with our external web developer, ensure that the website is operating optimally, assisting with the development and maintenance of the site when required

- Working with the Director of Learning Resources, ensure the library catalogue system is working optimally both within the college and externally via the internet
- Ensure college data is securely backed up daily
- Working with other members of staff, ensure sensitive data is stored in compliance with GDPR and the PDQ machines and associated network equipment are PCI compliant
- Have oversight and provide technical support for other office and educational equipment.

Person Specification

Essential

- Excellent and proven IT skills with experience in managing, maintaining and troubleshooting IT systems;
- Proficiency with Microsoft Windows, Microsoft Servers, Office 365 and Office applications including Word, Outlook and Excel;
- Possess a good understanding of computer networks and IT hardware with excellent troubleshooting skills;
- Good organisational and planning skills;
- Polite, patient, friendly and enthusiastic with a flexible approach to work planning;
- Ability to work accurately and complete tasks within a given timeframe;
- Ability to collaborate effectively with other members of staff;
- Proficient record-keeping;
- Sympathy with the ethos of Sarum College.

Desirable

- Experience in working in an educational setting;
- An understanding of Microsoft Access databases, macros and Visual Basic code;
- Experience in maintaining web servers and supporting websites.
- Relevant IT qualifications

Salary £18,000 - £21,528 full time d.o.e. plus a pension contribution of 8% of salary to the nominated pension scheme, currently the Church of England Church Workers Pension Fund (Pension Builder Classic), and free lunch in the Refectory on working days in College.

Hours per week Hours of Work: 35 hours a week. Normal hours of work are Monday to Friday, 9am til 5 pm with a daily unpaid lunch break of one hour. Work will be required outside these hours in particular to do out of hours system updates and there will be some on call work in which case time off in lieu will be given.

Leave The post's annual leave entitlement is 25 days plus statutory holidays; this includes the days when the College may be closed over the Christmas period. Holidays are to be taken with due regard to the needs of the College.