



# SLOUGH AND ETON CHURCH OF ENGLAND BUSINESS AND ENTERPRISE COLLEGE

## JOB DESCRIPTION

Effective date:

<b>Post Title:</b>	Digital Resources Administrator
<b>Responsible to:</b>	Senior Network Manager
<b>Post Holder:</b>	
<b>MAIN PURPOSE OF JOB</b>	
To act as Digital Resources Administrator to the IT Support Department by providing technical support and guidance to assist staff and students of the school with all IT requirements.	
<b>MAIN ACCOUNTABILITIES</b>	
<p>As a member of the IT support team you will have responsibility for:</p> <ol style="list-style-type: none"><li>1. Website updates, changes, and emergency notices.</li><li>2. Audio/visual tech support for school photos, videos, school events and drama productions.</li><li>3. Updating and creating content when needed for the new digital signage system.</li><li>4. Assist teaching staff with online resources where required.</li><li>5. Helpdesk administrator to assign jobs and track progress, picking up tickets or moving as appropriate.</li><li>6. First-line IT Support for basic issues such as printers, interactive screens, and other minor issues.</li></ol> <p>Any other tasks as reasonably directed by the Network Manager(s), IT Director or Headteacher.</p>	
<b>Confidentiality</b>	
During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Slough and Eton School or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.	
<b>Key Organisational Objectives</b>	
<p>The post holder will contribute to the school's objectives in service delivery by:</p> <ul style="list-style-type: none"><li>▪ At all times operating within the school's equal opportunities framework.</li><li>▪ Commitment and contribution to improving standards for pupils as appropriate.</li><li>▪ Other duties of an appropriate level and nature will also be required.</li></ul>	
<b>GDPR</b>	
During the course of your employment you will have access to data and personal information which should be managed in accordance with the General Data Protection Regulations (GDPR).	

### Safeguarding Children

In accordance with the Trust's commitment to follow and adhere to the most recent versions of the Department for Education's (DfE) guidance entitled "Keeping Children Safe in Education" and "Safeguarding Children and Young People and Young Vulnerable Adults Policy" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the Trust. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the Trust.

You are also required to know and comply with the most recent version of the DfE document 'Guidance for Safer Working Practice for Adults who work with Children and Young People.' You are required to have satisfactory Enhanced DBS clearance with barred list information. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the school and uphold public trust and confidence at all times.

### Health and Safety

You are required to comply with the school's Health and Safety policy at all times

Signed.....  
XXXX

Dated .....



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## Person Specification

### Digital Resources Administrator

	Essential	Desirable
<b>Qualifications</b> <ul style="list-style-type: none"> <li>5 GCSEs at Grade C or above including English and Maths or equivalent</li> </ul>	✓	
<b>Knowledge and Skills</b> <ul style="list-style-type: none"> <li>Ability to work on own initiative as well as part of a team</li> <li>Good problem solving and organisational skills</li> <li>Knowledge of a range of IT hardware (eg: computers, printers, scanners)</li> <li>Knowledge of a range of the applications commonly used in work and school environments (eg: Microsoft Office)</li> </ul>	✓ ✓ ✓ ✓	
<b>Experience</b> <ul style="list-style-type: none"> <li>Experience working in a fast paced technical environment</li> <li>Experience of maintaining and repairing computer equipment</li> <li>Experience of providing IT Helpdesk technical support</li> <li>Experience of maintaining and developing websites and intranet</li> <li>Experience of commonly used school applications (eg: SIMS)</li> <li>Experience of working in a school environment</li> </ul>	✓ ✓ ✓ ✓	✓ ✓
<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>High quality communication skills</li> <li>A sense of humour</li> <li>A flexible and adaptable approach</li> <li>A willingness to train to a higher level</li> <li>Resilience and determination to be successful</li> <li>Commitment to safeguard and promote the welfare of children and young people</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓	