



Central IT Engineer - JOB DESCRIPTION

Reporting To: IT Director	Payscale: TEAL Associate Staff Pay Scale, Point 25
Job Purpose: <p>The purpose of this post is to work as part of a central team to support the IT infrastructure, including LAN, WAN, WiFi, Server, Storage and IT assets. To ensure the smooth running of IT systems to meet the needs of Teaching and support staff daily basis across all schools within the trust.</p>	
Key Responsibilities: Specific	
<ul style="list-style-type: none">• E-Safety technical support• Be able to make effective and decisive decisions surrounding IT related technologies• Work as part of a team on large-scale IT projects and liaise with external organisations where required• Liaise with the IT Lead and Director of IT to support the budget in line with school policies and guidelines• Ensure the continuous and effectiveness of the school's IT infrastructure.• To look after the school's day to day running of the network and IT systems.• Ensure the school's IT infrastructure is patched, and security checked.• Ensure security of data, network access and backup systems.• Windows and software deployment using Microsoft System Center or equivalent deployment applications• Server deployments using Hyper-V and VMWare.• Layer 2 and 3 networking, including VLAN configuration.• Ensure IT assets are recorded and audited.• Act in alignment with user needs and system functionality to contribute to Trusts policies.• To establish a good working relationship with internal and external customers within the trust.• Potential for out of hours working.• Designing and implementing any necessary changes to the school network infrastructure.• Contributing to the development of, and responsible for the implementation of policies, e.g. Backup and Disaster Management• Travelling to sites within the trust to provide technical support in line with the central team's service level agreement with those sites• Based at a secondary site as primary engineer contact, depending on the sites relevant service level agreement• Work on a rotation within the central team to provide first on the scene checks or last to leave checks and provide feedback to other engineers within the team on findings, to ensure consistency and additional support where required.	
Key Responsibilities: General	
<p>The post holder will be required to act on their own initiative or on the authority delegated from their line manager or a member of the school/TEAL SLT.</p> <p>The post holder will be expected to work within TEAL and the school's policies and procedures and uphold the organisation's values and vision.</p> <p>The job description is not intended to be a complete list of duties and responsibilities but details the major requirements of the post. It may be amended at a future time, to take account of the developing needs of TEAL. The post holder will undertake any other duties appropriate to the remit.</p> <p>TEAL is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.</p> <p>The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibility for Health and Safety on all employees, therefore it is expected that everyone takes reasonable care for their own health and safety and the health and safety of others.</p> <p>The above duties may involve having access to information of a confidential nature, which may be covered by General Data Protection Regulations (GDPR) 2018, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must always be maintained and employees must work with and process personal and sensitive information in accordance with Data Protection Act 2018 including the GDPR. Employees must protect the safety and security of information (e.g. using strong passwords, reporting breaches, and ensuring information is stored and disposed of securely).</p>	
The key competencies and behaviours commensurate with this post are identified overleaf.	



Ethical Behaviours Charter

Competency	We do this by
Trust	<ul style="list-style-type: none"> • Being reliable, consistent, credible, honest, humble, courageous and kind. • Managing emotions and helping others to do the same. • Keeping promises and doing what we say we will • Having genuine compassion for others
Wisdom	<ul style="list-style-type: none"> • Developing knowledge and expertise, then sharing that knowledge • Learning from mistakes and failures and admitting when we are wrong • Seeing systems and processes as ways to fulfil our purpose, removing or changing them if they fail in that.
Kindness	<ul style="list-style-type: none"> • Being patient, respectful, generous and forgiving. • Acting with compassion and care, listening and seeing the person behind the role • Focusing on relational practice; building trust and rapport with others by empowering and elevating them.
Justice	<ul style="list-style-type: none"> • Doing what is right, rather than what is popular or easy • Ensuring we live our sense of purpose and values in the way we behave, make decisions and communicate. • Applying rules in a consistent, transparent and fair way, whilst allowing for discretion and common sense. • Valuing difference, building diverse teams and encouraging others to behave responsibly and with moral purpose.
Service	<ul style="list-style-type: none"> • Putting ourselves in the service of others. • Reducing stress and anxiety in the organisation by modelling calm and considerate behaviour • Behaving in a dutiful way, demonstrating humility and self-control. • Removing barriers to enable others to do their jobs well
Courage	<ul style="list-style-type: none"> • Holding ourselves to account when something goes wrong. • Remaining calm, optimistic and positive in the face of adversity and change. • Speaking honestly, openly and with empathy
Optimism	<ul style="list-style-type: none"> • Believing in our own ability, and the ability of others, to do what is right to change the world for the better. • Calling out negativity, cynicism and dishonesty. • Remaining positive and encouraging, helping others to overcome challenges and celebrating their success.
Vision	<ul style="list-style-type: none"> • Anticipating the future and embracing it. Thinking strategically, analysing and assessing information to deliver organisational growth. • Reading, researching, networking and sharing learning with others. • Believing in the potential of others; helping them be the best they can be.