

Job Title:	IT & Media Assistant	Band / salary:	2
Responsible to:	ALP Infrastructure Manager	Responsible for:	NIL
Job purpose:	Create and edit resources for ALP schools; maintain ALP websites and VLE systems		
Resources:	<p>Staff: None</p> <p>Finance: Pricing up goods/services</p> <p>Physical: Careful use of shared equipment</p> <p>Clients: Staff, pupils, governors, parents and visitors</p>		

Duties & responsibilities:

1. Assist with the design and production of high quality video resources, images, audio, signage and advertising/marketing publications.
2. Asset tagging and stock take of all IT equipment.
3. Assist with maintaining and developing the schools Facebook accounts to improve online presence and the upkeep of the schools' websites ensuring it always meets legal and Ofsted requirements, liaising with the Business Manager as required.
4. Upkeep of IT systems accounts; staff and pupil web, intranet, google admin and VLE accounts including permissions and security
5. Help to maintain and operate specialist equipment (including 3D Printers, Laser cutters, etc.) and STEM resources (after training has taken place)
6. Assist in the setup and maintenance of any AV equipment in school, as well as assisting with performances/lessons as required.
7. Attend and participate in relevant meetings as required.
8. Participate in training, other learning activities and performance development as required.
9. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Play a full part in the life of the ALP, promoting ALP schools positively within the local community and beyond.

Undertake other duties and responsibilities as required commensurate with the grade of the post.

As a representative of the ALP, it is important that a positive, helpful and courteous approach is adopted with everyone with whom the post holder comes into contact. For the purposes of this aspect of the job, customers can be categorised as internal (e.g. governors, staff and pupils to whom the post holder is providing a service) and external (e.g. parents, visitors, suppliers, contractors, local residents etc).

The ALP is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post holder is therefore under a duty to use the ALP's procedures to report any concerns they may have regarding the safety or well-being of any child or young person.

Work arrangements

Physical requirements:	Extended periods of time of up to half a day spent at a computer.
Transport requirements:	Travel between ALP sites is necessary.
Working patterns:	Part time
Working conditions:	Predominately indoor office or classroom work.

The ALP will endeavour to make reasonable adjustments to this job description and to the working environment in order to enable access to employment opportunities for disabled job applicants and/or to enable continued employment for an employee who develops a disabling condition.

This job description may, after satisfactory negotiation has taken place, be modified to reflect or anticipate changes which occur over time at a local or national level

(Post holder)

(Line Manager)

PERSON SPECIFICATION

Job Title:

IT & Media Assistant

Essential:

Knowledge & Qualifications

Excellent numeracy and literacy skills

Experience

Using image manipulation (Photoshop etc) and DTP software (Publisher etc)

Skills & Competencies

Ability to relate well to children and adults

Excellent organisational skills and a keen eye to detail

Work independently and manage own workload, in conjunction with the Manager

Creative and self-motivated

Physical, mental, emotional & environmental demands

Slight pressures from deadlines and interruptions

A flexible approach is needed

Ability to meet physical demands of post – potential need for lifting moderate weight

Desirable:

Knowledge & Qualifications

Degree or equivalent qualification in relevant area

Level 3 in web design, digital media development or other relevant area

Experience

Training and providing guidance effectively

Using 2D and 3D design software

Using websites/VLEs to deliver content

Skills & Competencies

Evidence of having undertaken personal development

Physical, mental, emotional & environmental demands