



## JOB DESCRIPTION

<b>JOB TITLE</b>	Education Technology Specialist
<b>DEPARTMENT/SECTION</b>	Information Technology / Digital Education
<b>LINE MANAGER</b>	Information Director
<b>RESPONSIBLE TO</b>	Bursar

### SAFEGUARDING:

*Forest School is committed to safeguarding and promoting the welfare of children.*

The postholder will be required to;

- Complete an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.

### JOB SUMMARY

- Communicate, train, and support all staff members in the use of new or upgraded education applications and technologies.
- Communicate and support changes in IT infrastructure and the Microsoft Suite.
- Administer commonly used Edtech applications.
- Develop and maintain online, and other, training courses and materials.
- Engage with support teams onsite and online to support.

### KEY RESPONSIBILITIES

Will include but are not limited to:

- Training: Conduct training sessions for staff on new edtech applications, MS365 developments, infrastructure changes. Provide ongoing support training at appropriate levels, in effective use of existing applications and technologies to support staff members in their different roles.
- Communication: Communicate the impact of infrastructure and application changes to all staff, along with pro-active training and support to facilitate the changes.
- Training Materials: Create and provide video instructions and other training materials, to develop and maintain an up-to-date base of self-help materials.
- Technical Support Team Engagement: Explain and communicate the setup and configuration of applications to support teams, to focus on the end-user experience and service.
- Application Administration: Administer commonly used applications in conjunction with the IT team/s.
- Collaboration: Work closely with IT teams, education departments and support departments to manage access and provide support for all staff groups.
- User Support: Ensure effective training and support for all users by engaging with IT teams to assure the best experience for all users.
- Carry out any reasonable duties as required by the Information Director.

*Forest School is committed to safeguarding and promoting the welfare of children. Appointment to this position requires an enhanced DBS disclosure.*

## TERMS OF EMPLOYMENT

- Salary: Commensurate with role and its responsibilities
- Hours: Full time, Monday to Friday. Term time hours: 08:00 – 17:00.  
School holiday hours: 08:30 – 15:30. Occasional weekend or evening for School events, including Open Day and all InSET days.
- Holiday: 30 Days Annual Leave (holiday to be taken during the School holidays by agreement).
- Support staff are enrolled into a defined contribution scheme. Staff are required to make a minimum contribution into the scheme, amounting to 5%. The School will make a graduated employer contribution, starting at 19.46%, based on length of service.
- Free lunches during term time and when working during the school holidays.
- Refreshments available in the Common Room throughout the day.
- Discounted membership of the Sylvestrian Leisure Centre.
- Assistance obtaining permit of parking
- Employer death in service benefit
- Support with extensive CPD opportunities