



JOB DESCRIPTION

POST HOLDER	ICT Technician
ACCOUNTABLE TO	ICT Manager
DETAILS OF POST	C1
WORK INSTRUCTIONS	Work instructions may be received from the ICT Manager or any member of SLT
JOB PURPOSE	To assist the ICT Manager in the management and development of the school's ICT systems, promoting high quality teaching & learning and effective administrative functions
KEY TASKS	General Technician Support • Work effectively as a team to meet the requirements and challenges of providing ICT/AV support in an education environment • Respond to ICT Helpdesk issues and requests as required • Maintain a knowledge base of solutions to problems and communicate these with the team • Responsible for the annual summer operating system reinstall and deployment of new and replacement systems • To maintain and operate school audio/visual equipment • Deputise for the ICT manager in his absence • Responsible for the Anti-Virus, WSUS and Backup servers and systems, ensuring they are functioning correctly, fit for purpose and that the school systems are recognised and protected by them. • Maintain user accounts and permissions including adjusting disk space and printer quotas. • Installation, configuration and testing of new and replacement hardware and peripheral devices as and when needed • Maintain an inventory of ICT hardware and software Systems and Services Support • Contact relevant support companies to resolve any issues with service provision. Purchasing/Budget Support • Order resources as required and monitor stock levels • Update transaction logs and budget forms in line with financial requirements • Complete requisition forms for purchases or liaise with ICT Manager for card purchases where appropriate.



	Development Planning - To support the ICT Development plan and be involved in the decision making process on the appropriate equipment and software used in school - To assist with ICT development projects as required - Advise staff on the best use of equipment and software packages Safeguarding - To edit web filtering profiles as required so that filtering is applied at the appropriate level. - To inform the ICT manager straight away if there is a safeguarding risk due to ICT equipment or systems and act upon it accordingly. Other requirements of the role: - Flexible working to include occasional working outside core school hours and / or evenings to support the school with events in return for time off in lieu (overtime pay may be offered in exceptional circumstances). - Be aware of and comply with St Mary's policies and procedures - Promote St Mary's commitment to safeguarding the welfare of students - Report any child protection concerns to the appropriate person - Contribute to the overall ethos/work/aims of the school - Treat all users of the school with courtesy and consideration - Present a positive personal image, contributing to a welcoming environment which promotes equal opportunities for all Whilst every effort has been made to explain the main duties above there may be a need for adjustments to the role and responsibilities of the post. This list is not exclusive or exhaustive.
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Date of revisions:
May 2017