

Gatehouse Green Learning Trust

JOB DESCRIPTION

JOB TITLE	ICT Technician
BRISTOL GRADE	8
MANAGED BY	IT Manager & Deputy IT Manager
RESPONSIBLE FOR	N/A

Your contract of employment is directly with Gatehouse Green Learning Trust ("the Trust"). Your main place of work will be Redland Green School but you may be deployed to work at any school within the Trust and carry out those duties that may be reasonably required in relation to such deployment.

Purpose of the Job

- Gatehouse Green Learning Trust consists of 2 Secondary and 3 Primary Schools. Classrooms are equipped with a range of technology including networked computers running a wide range of educational software, coupled with projectors, visualisers and interactive whiteboards. Offices are equipped with modern computers, phones and networked printers.
- The ICT technicians role will be to provide technical, creative assistance to staff and students in their use of ICT and AV services. To support improvement of learning, teaching, and administration in all areas, ensuring that robust technical systems are installed and maintained. This encompasses managing the network infrastructure, commissioning and decommissioning of equipment, installation and removal of software.
- The Post holder will also be expected to visit Primary Schools within the Trust and Schools who sign up to an ICT Support Contract on a schedule agreed with the Trust IT Manager and Deputy IT Manager.

Main Duties & Responsibilities

Duties will include:

- Assisting pupils and staff across the Trust to use all the School ICT facilities productively.
- Supporting subject teachers to deliver material in the schools ICT Suites.
- Maintaining networked PCs and standalone PCs located in and owned by the Trust. Supporting mobile devices within the Trust networks.
- Adding, amending and deleting user details required by the system to work on the Trust Networks
- Operational management of any Servers located in their span of responsibility.
- Monitoring the network infrastructure and reporting problems to the IT Manager or Deputy IT Manager.
- Adding, amending and deleting Email details required by the Email system to work.
- Management of technical aspects of web based services e.g. google apps and their integration with network systems

- Supporting school events, including a number of enrichment productions. (this will involve working a number of evenings spread out across the year)
- Supporting staff and students in music, drama and media/film with their use of Apple MACs and curriculum relevant software and peripheral equipment.
- Supporting staff and students with their use of ICT and AV equipment, throughout the school for assemblies and other public events and in music, drama and media/film.
- Liaison with the schools' IT Managers on the resolution of hardware, software and network Issues.
- Carrying out routine maintenance tasks on the school's ICT equipment to include computers and other peripherals.
- Supporting the installation of new equipment.
- Updating and maintaining the Asset Register
- Undertaking faultfinding to resolve hardware and software problems.
- To adopt a flexible approach to working hours enabling out of hours support to community and other external events.
- Direct support of staff and students in the classroom and other learning spaces when using ICT, both as part of the formal curriculum and at other times. From time to time this will involve supporting students outside of normal lessons without a teacher being present.
- Informal and formal training of staff, including the preparation of training documentation.

General Accountabilities

- A. So far as reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and service users.
- B. Work in compliance with the Codes of Conduct, Regulations and policies of the GGLT, and its commitment to equal opportunities
- C. Ensure that output and quality of work is of a high standard and complies with current legislation / standards

Job Title of Manager