

Job Title:	ICT Technician
Line Manager/Appraiser:	ICT Manager
Day to Day:	ICT Manager
Contract:	Full Year
Hours:	36.25 hours per week – 8.15 a.m. – 4.15 p.m. (45 min lunch)
Salary:	Scale 4

Job Purpose

The main purpose of the role is –

- *To carry out the role of ICT Technician*
- *To provide hardware and network support for all areas of the school relevant to ICT.*
- *To assist the ICT Manager in monitoring and scheduling of ICT Helpdesk requests.*

The following duties and responsibilities are designed to produce an effective and productive working arrangement for all staff. They are not designed to isolate staff to particular areas of the school and flexibility and initiative must be used in cases of holidays, sickness and emergencies.

Main Duties and Responsibilities

- To support with the installation and maintenance of ICT network and workstation hardware.
- To support with the installation and maintenance of curriculum and administration software on the school network.
- To support with the monitoring and maintenance of the schools internet web filtering system.
- To support with the installation and maintenance of the school Anti-Virus software on the school network.
- To provide day to day support to staff and students in the provision of ICT service requests in all areas of ICT throughout the school.
- Maintain the computer rooms regularly to ensure they are ready for use.
- To provide support for setting up visual and audio equipment for staff and students.
- To provide technical support as required for school events e.g Open Evening, Award/Presentation Evenings.
- To provide the ICT Administrator with support as required.
- To provide support to the ICT Manager with ICT projects as required.

- To carry out any other duties as reasonably directed by the Headteacher or his representative

Health & Safety

All employees are responsible for

- Compliance with safety rules and procedure as laid down in their area of activity.
- Ensuring that they take reasonable care of their own health and safety and hence avoid injury to themselves and to others by act or omission whilst at work.
- Using protective clothing or clothing as may be provided.
- Reporting promptly all sickness, accidents, unsafe working conditions or practices and dangerous occurrences of which they are aware.
- Co-operating with the Headteacher in the fulfilment of the objectives of the school Health & Safety policies.

This job description is designed to outline the main duties and responsibilities associated with the post but are not intended to be an exhaustive list of all duties performed. It will be reviewed each year and it may be subject to modification or amendment at any time after consultation with the post-holder, Headteacher or representative.

We are committed to the safeguarding of children and DBS checks will apply to this post.