

ICT technician 2-Job description

Scale SC3 (scale point 5-6)
Line managed by Network Manager
Hours 37 hours per week. Full time.

Summary: Under the direction of the Network Manager, ensure that the IT systems of the school are managed, developed and maintained effectively so that learning can be facilitated and that all administrative functions of the school are enabled to operate efficiently.

Responsibilities

1. To perform routine tasks to maintain user accounts and permissions.
2. To perform maintenance of IT equipment and communications within our repair systems.
3. To assist in the evaluation of new desktop services, both in hardware and software.
4. To maintain and monitor the loan system for all hardware.
5. To install departmental/year related software as/when requested.
6. To monitor and advise on hardware and software security.
7. To check the integrity of network systems and advising the Network Manager on breaches or potential breaches, taking appropriate corrective action as directed.
8. To provide technical support for teaching and non-teaching staff in the use of hardware and software (both in and outside of the classroom, including staff training sessions)
9. To work alongside subject/curriculum area leaders to assist in offering IT solutions to their identified needs.
10. To provide technical support for electronic and/or computer based examinations.
11. To provide technical support for public address, parents' evenings and productions (including early morning/after school hours).
12. To maintain an accurate inventory of all IT equipment.
13. In the absence of the Network Manager, ensure that the school computer systems continue to run smoothly.
14. Support ICT technician 1 in development, maintenance and updates to the schools website and digital signage.
15. To provide a technical support service to primary schools.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the headteacher reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

ICT technician 2-Person Specification

Criteria	Essential	Desirable	Method of assessment
Experience	▪ Experience of working effectively with others to meet common goals ▪ Experience of using and maintaining ICT equipment	▪ Previous experience as a technician ▪ Experience of working in an education setting ▪ Experience of working with young people ▪ Experience of procedures relating to child protection and safeguarding	Application form, interview and references

Skills and attributes	▪ Suitability to work with young children ▪ Able to form and maintain appropriate relationships and personal boundaries with children and young people ▪ Ability to liaise with other members of staff in a professional manner ▪ Knowledge of promoting inclusion and equal opportunities ▪ Knowledge and understanding of relevant Health and Safety issues ▪ Ability to prepare and test equipment and practical work for use in lessons ▪ Ability to assist in practical work in the classroom ▪ Ability to manage own time effectively and demonstrate initiative including establishing priorities within own workload ▪ Ability to work constructively as part of a team or individually, understanding school roles and responsibilities and own position within these ▪ Ability to cultivate positive and effective relationships to encourage the best possible outcomes ▪ Ability to adhere to working procedures and policies within the school environment ▪ Ability to work under pressure and meet deadlines ▪ Ability to relate to students and staff	▪ Sensitivity in collaborative work with colleagues ▪ Ability to be flexible in order to create effective solutions	Application form, interview and references. In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including: ▪ motivation to work with children and young people ▪ ability to form and maintain appropriate relationships and personal boundaries with children and young people ▪ emotional resilience in working with challenging behaviours; and ▪ attitudes to the use of authority and maintaining discipline
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	▪ Ability to deal with problems in a positive and systematic manner ▪ Good communication and interpersonal skills. ▪ Expectations of high standards		
Personal qualities	▪ Ability to use judgement and common sense ▪ Approachable ▪ Ability to prioritise ▪ Ability to work on own initiative ▪ Excellent personal organisation and self motivation ▪ Commitment ▪ Reliable and trustworthy ▪ Flexible approach to work ▪ Flexibility to commit to additional hours if required ▪ Honest ▪ Ability to be sensitive to the needs of others ▪ Ability to be supportive ▪ Professionalism ▪ A sense of humour, warmth, energy, stamina and resilience ▪ Willingness to reflect upon his/her experiences in a critical and constructive manner ▪ High standards of personal appearance	▪ An enthusiasm for challenge, development and innovation	Application form, interview and references
Education and qualifications	▪ NVQ 3 or equivalent qualification or experience in a relevant discipline ▪ Willingness to undertake further professional development ▪ Appropriate knowledge of first aid ▪ Good numeracy and literacy skills ▪ Valid full UK driving licence. Applicants who currently do not have a valid full UK driving	▪ Recognised first aid certificate (training will be provided for any applicant who currently does not have a certificate) ▪ Additional training in a relevant area (eg PAT testing, health and safety etc)	Application form and certificates

	licence will be given up to 6 months to do so.		
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Issued by: _____

Date: _____

Received by: _____

Date: _____