

JOB DESCRIPTION

Job Title: ICT Technician – Level 1

Grade: Scale 3

Range: 5 - 6

Responsible to: Network Manager

Job Purpose: To provide a range of technical and general support in

Respect of ICT

Job Purpose

- Under the guidance of senior staff: Provide specialist support in a specific curricula/resource area, including preparation and maintenance of resources and support to staff and pupils.

Key External Contacts

- *Suppliers*

Key Internal Contacts

- *Network manager*

Major Tasks, Duties and Responsibilities

1 *Use skills, training and experience to support pupils.*

2 *Support for the Teacher*

- Create and maintain a purposeful, orderly, safe and productive working environment.
- Ensure timely and accurate design, preparation and use of specialist equipment/resources/materials/peripherals as set out in instructions, ensuring that systems are ready for use and operating correctly.
- Support DT teachers and operate a laser cutter and 3D printer in lessons when needed
- Assist in delivering a range of Computer Aided Design and Adobe Suite programs
- Be responsible for basic ICT record keeping as required.

- Assist staff with assemblies, open evenings etc

Promote and ensure the health and safety and good behavior of pupils at all times.

3 *Support for the Curriculum*

- Monitor and arrange orderly and secure storage of supplies.
- Update the ICT inventory as required. Asset and Security mark all new and existing equipment
- Maintain ICT equipment, undertake repairs and report damages for all ICT related equipment.
- Check equipment for quality and safety.
- Maintain schools Audio and Visual equipment Ensure that ICT equipment and software are available to support the curriculum.
- Schedule and perform monthly equipment testing and maintenance
- Assist in the Demonstration and use of software to help support Teaching and Learning

4 *Support for the School*

- Monitor stock, catalogue resources and undertake audits as required placing order requisitions as required.
- Provide advice, guidance, training and assistance to teachers, pupils and other members of staff on how to use equipment, programs, and developing their uses of ICT in school.
- Create and maintain user accounts.
- Provide end-user support and assist with the upkeep of digital education platform: Office 365
- Undertake routine ICT procedures ensuring daily backups are completed successfully from the night before, daily checks of equipment resolving identified issues
- Assist with marketing and promotional material for the school
- Liaise with external suppliers for the repair of equipment under warranty or maintenance and ensure prompt resolution
- Maintenance, development and deployment of the school's hardware and software
- To ensure that workstations are set-up safely for staff and students.
- Maintain and update pages on School websites
- Be aware of and comply with policies and procedures relating to child protection, health & safety and security and confidentiality, reporting all concerns to an appropriate person.
- Be self-motivating, recognise own strengths and areas of expertise and use these to support others.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Support the work of other professionals in the school with regards to the achievement and progress of pupils.

5 Other requirements:

- To attend and participate in staff meetings.
- To participate in training and performance management as required.
- To have an up-to-date Enhanced DBS Disclosure.
- To be aware of the different levels of expertise in school
- To multi-task, work flexibly and undertake duties of an equivalent nature that may be required by the network manager from time to time.
- Any other reasonable tasks as required by the ICT/Network Manager
- To undertake Fire Warden training if required
- To keep abreast of new ICT developments and with current hardware and software solutions and, provide advice on the best product for a given task

Disclosure and Barring Service

This post will result in you having unsupervised contact with children as detailed in Protection Freedom Act 2012. The Authority, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children's Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those which would normally be regarded as spent. You must complete the relevant section on the application form – your application will be returned if this section is incomplete. If successful in your application you will be subject to a Disclosure and Barring Service check. Further information about Disclosure and Barring Service and the Trust approach to recruiting is available at www.eet.org