

JOB DESCRIPTION

Job Title: Senior ICT Technician – Level 2

Grade: Scale 5

Range: 12-15

Responsible to: Network Manager

Responsible for:

Job Purpose

- Provide specialist ICT support, including preparation, and maintenance of ICT resources and support to staff and pupils. Under the guidance of senior staff ensure that the school/center establishes and maintains high quality learning facilities.

Major Tasks, Duties and Responsibilities

1 Support for Pupils

- Use specialist skills/training/experience to support pupils.
- Provide feedback to pupils in relation to progress and achievement.

2 Support for the Teacher

- *Create and maintain a purposeful, orderly and productive working environment.*
- Ensure timely and accurate design, preparation and use of specialist equipment/resources/materials, ensuring that systems are ready for use and operating correctly.
- Provide ICT support to Teachers and assist students

- ✓ Contribute to planning, development and organisation of systems/procedures/policies.
- ✓ Be responsible for maintaining records, information and data, producing analysis and reports as required.
- ✓ *Promote and ensure the health and safety and good behaviour of pupils at all times.*
- ✓ Support teachers and operate digital media when needed

3 *Support for the Curriculum*

- ✓ Monitor stock within an agreed budget, cataloguing resources, undertaking audits as required
- ✓ Maintenance of specialist equipment, check for quality/safety, undertake specialist repairs/modifications within own capabilities and arrange for other repairs/modifications to be carried out by others.
- ✓ Demonstrate and assist in the safe and effective use of specialist equipment/materials.
- ✓ Provide specialist advice and guidance as required.
- ✓ Implement agreed work programmes/practical lessons under the guidance of the teacher.
- ✓ Create effective training guides and tutorials for staff to fully and confidently utilise school software and hardware

4 *Support for the School*

- ✓ Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality, reporting all concerns to an appropriate person.
- ✓ 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.
- ✓ Establish constructive relationships and communicate with other agencies/professionals, in liaison with teachers, to support achievement and progress of pupils.
- ✓ Attend and participate in regular meetings.
- ✓ Participate in training and other learning activities and performance development as required.
- ✓ Recognise own strengths and areas of expertise and use these to advise and support others.
- ✓

- ✓ Assist with clubs and extra curricular activities
- ✓ Update the ICT inventory as required under supervision of Network Manager. Asset and Security mark all new and existing equipment
- ✓ Provide advice, guidance, training and assistance to teachers, pupils and other members of staff on how to use equipment, programmes, and developing their use of ICT in school.
- ✓ Create and maintain user accounts via Active Directory, software programs, and online learning and test sites.
- ✓ Manage ICT procedures ensuring daily backups are completed successfully from the night before, daily checks of state of rooms and equipment including printers, copiers, classroom AV solutions, etc. printer toners stock level, and resolving identified ICT issues
- ✓ Provide help desk support with feedback to users resolving issues as they present and escalating non routine issues to the Network Manager
- ✓ 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
- ✓ Provide high level end-user support, assist and maintain with the upkeep of digital education platform: Office 365
- ✓ To attend and participate in meetings within the school as required
- ✓ To clean, adjust and safeguard VDU's and other computer equipment, ensuring safety requirements are met as directed.
- ✓ Manage Trust Web sites including; updating of pages, reviewing of documentation to ensure compliance; back-up of pages, design and update of web sites.

Other requirements:

- ✓ To attend and participate in staff meetings.
- ✓ To participate in training and performance management as required.
- ✓ To have an up to date DBS check
- ✓ To work flexibly and undertake duties of an equivalent nature that may be required by the network manager.

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 subject to a Disclosure and Barring Service check. Further information about Disclosure and Barring Service and the Trust approach to recruiting is available at <http://www.exceptionaleducationtrust.org/>