

JOB DESCRIPTION
ICT TECHNICIAN/SENIOR ICT TECHNICIAN



Organisational information:

Responsible to: ICT Network Manager

Functional links : ICT Network Manager, JMHS Staff

MAIN PURPOSE OF THE JOB

To assist the ICT Network Manager in ensuring the continuous delivery of reliable ICT resources for both curriculum and administrative use and the provision of technical advice and support for IT related activities. These include the VoIP phone system, CCTV, Access controls and VI display.

MAIN RESPONSIBILITIES

- To help ensure availability of ICT resources in all areas of the school
- To provide support and guidance to staff in use of ICT systems
- To routinely manage all user accounts
- To share the management and maintenance of network infrastructure including contact with contractors
- To assist in the procurement and deployment of new hardware and software
- To perform routine hardware installation, maintenance and repair
- To help maintain the software packages that are installed on the network
- To help keep system documentation and procedures up to date
- To assist ICT Network Manager in delivery of ICT projects as required
- To be able to deputise for ICT Network Manager as required in running the school ICT network

Job Activities (examples):

Daily

- Monitor and manage printer queues and printer consumables
- Check status of servers, network and communications each morning
- Conduct periodic checks of ICT facilities
- Check the status of data backup
- Respond to staff queries

As required

- Change/reinstate passwords when required
- Assist staff and students with network access and hardware problems
- Assist with deployment of new workstations
- Modify network filtering to include/exclude URLs and search terms
- Trouble-shoot network infrastructure problems
- Update hardware and software audit
- Replace printer cartridges in all printers
- Install software on network servers

Yearly

- Carry out full hardware and software audit

GENERAL INFORMATION

The post holder will be required to comply with the school's policies and procedures and to promote the school's aims and values. Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that employees undertake safeguarding training and are aware of the school's safeguarding procedures including sharing information about the welfare of any person for whom they have safeguarding concerns. This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the organisation. Other activities commensurate with this Job Description may from time to time be undertaken by the post holder.

Start Date: 1st September 2022

Hours: 37 hours per week

Contract: Term time plus one week (39 weeks) to include INSET days

Salary: JM4 to JM6 appointment to be made depending on skills and experience.

In the range £19,624 - £25, 927 pro rata to contract

Actual Salary:£16,775 - £22,162

June 2022