

ICT and AV Technician

Starting date: September 2010

Job Description		
The Charity is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.		
Summary of the role:	Job Title:	ICT and AV Technician
	Department:	ICT/Audio Visual Dept
	Location:	Bedford School
	Job Purpose:	To support the ICT and AV provision in the School
	Reporting Line:	Computer System Manager
		The ICT and Audio Visual Technician will be supervised by the Assistant Computer Manager. However for Digital Media/AV duties the post holder will be tasked by the Digital Media and Audio Visual Co-ordinator in liaison with the Assistant Computer Manager. They will all be line managed by the Computer System Manager.
	Hours:	An average of 37 per week all year round, but the post-holder will be required to work as necessary to complete the job (subject to the Working Time Regulations 1998)
	Salary:	Scale 3 of the non-Teaching staff scale (£16,476 rising to £17,633 per annum)
	Role Summary:	The ICT and Audio Visual Technician will play a key role in supporting the ICT and AV provision in the School. The School has over 500 PCs and laptops, including 12 ICT suites containing between 15 and 24 PCs, all networked and running Windows XP. Every classroom has a PC and digital projector and most now have Interactive Whiteboards. The Technician will have specific responsibilities relating to the maintenance and setting up of AV equipment along with supporting the ICT team with regular maintenance of ICT equipment. The role will also from time to time involve some tasks relating to the recording of events in the School and this will therefore entail working some evenings and weekends. The successful candidate will undergo training in all aspects of the role.

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Main duties and responsibilities:	This job description does not form part of the contract of employment and may be varied in accordance with the demands of the appointment. The main duties and responsibilities of the ICT and Audio Visual Technician are as follows (this list is not exhaustive): <u>Main Responsibilities</u> The ICT role will include: • Maintenance of ICT equipment in conjunction with the ICT support team – diagnosing and solving problems with computers, printers, networking issues, hardware faults and software. • Providing support to the academic and support staff as appropriate. The AV role will include: • Maintenance of AV equipment – projectors, interactive whiteboards and screens. • AV setup for specific events under the guidance and management of the Digital Media and Audio Visual Co-ordinator. • Providing support to the academic and support staff as appropriate. The Digital Media Role will include: • The recording of specific events and lessons for use as podcasts or videos on the School website or elearning site.
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You may also be required to undertake such other comparable duties as the Charity requires from time to time.

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Person Specification The Charity is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
	Essential These are qualities without which the Applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of assessment
Qualifications		Recognised Diploma or equivalent qualification	<i>Certification</i>
Experience	Experience of using a range of ICT equipment. Experience of using AV equipment. Experience of installing new software. Experience of supporting and communicating with colleagues online and through email.	Experience in maintaining and repairing ICT and/or AV equipment. Experience of supporting others in the use of ICT. Experience of researching and advising on digital and social media developments. Experience of recording video and audio content.	<i>Application and Interview</i>
Skills	A good level of ICT skills.		<i>Application and Interview</i>
Knowledge	Evidence of knowledge and interest in ICT and technology in the broadest sense. Awareness of developments in ICT and AV provision.		<i>Application and Interview</i>
Personal competencies and qualities	Capable organiser and planner Ability to communicate effectively and confidently to staff, students and parents in a variety of contexts Flexible and adaptable in attitude and approach Ability to demonstrate sound judgement and decision making skills Good attendance, time management and organisational skills		<i>Application and Interview</i>

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Personal competencies and qualities	Resilient, robust and personable with the ability to work within a team Passionate about chosen area of expertise Willing to work additional hours to meet the needs of the School		<i>Application and Interview</i>
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