



Aylward Academy

Job Description & Person Specification Junior ICT Technician

Post:	Junior ICT Technician
Post Type:	Temporary
Pay Scale:	£10.00 – 12.00 per hour
Reports to:	Network Manager
Working Hours:	8.30am - 4.30pm

Key Roles:

1. To assist in the maintenance of the school's ICT networks.
2. To assist in the installation of new and existing software across the network.
3. To provide technical support for all users, curriculum and administrative.

Key Tasks:

To assist in the maintenance of the school's ICT networks

- To provide support for the school servers and associated routines, including responsibility for administering daily backups;
- To provide hardware and software support for workstation PCs;
- To monitor the efficiency of the school's networks;
- To maintain all peripherals within the school;
- To be responsible for ordering and maintaining stocks of all consumables, and placing other orders as requested.

To assist in the installation of new and existing software across the network

- To install new and existing software on existing PCs;
- To perform complete installations on new PCs;
- To install, configure and maintain anti-virus software across the network.

To provide technical support for all users, curriculum and admin.

- To administer e-mail and user groups and accounts within the school;
- To configure and maintain all software applications for consistent use;

- To provide support to users in the use of the school's Management Information System;
- To undertake any other ICT task that may be reasonably required.

PERSONAL SPECIFICATION

Technical Skill Requirements:

- A Graduate with a degree in an IT related discipline
- Strong knowledge of ICT hardware and software and the integration of the two;
- Working knowledge of common user applications: Microsoft office applications;
- Problem-solving skills.

Personal Skill Requirements

- Willingness to learn new skills;
- Willingness and adaptability in tackling the variety of tasks arising in a school environment;
- The ability to use your initiative, and to work as part of a team;
- The ability to be accurate and methodical;
- Comfortable working with children and adults.