

JOB DESCRIPTION

IT Technician South Site

Context of the Post

In all matters the foremost will be the supporting of the aims of the School and the policies lay down by the Board of Governors. The spirit of all the school policies is summed up by our mission statement:

“To foster the academic excellence and personal development of each pupil in a caring stimulating and challenging environment so that each pupil is able to achieve her full potential.

To promote high quality teaching and learning and to hold high expectations of each pupil both in terms of achievement and good behaviour.

To manage the school in ways which involve the whole staff in preserving and carrying forward the special character of Watford Grammar School for Girls, which is based on care and respect for every member of the school community.”

Watford Grammar School for Girls is an academy trust company.

Responsible to and Reporting to: ICT Resources Manager.

The primary responsibility of anyone employed in ICT is to be part of the team that keeps the school Information Systems running. To this end you will be expected to help users, play a full part in the team and to cover other tasks than those set out here if necessary and if it is within your capability to do so.

Duties include:

1. Assist with the configuration and operation of the booking system
2. Setting up and putting equipment away as required by staff
3. Assisting staff in general with ICT and AV equipment
4. Managing the booking of the ICT rooms including preparing booking forms and overseeing the system
5. Supporting Users as far as possible and issuing printer credits, passwords etc.
6. Working with the ICT Resources Manager and reporting network problems.
7. To work with the examinations officer to ensure that the requirement of students with special needs for IT equipment are met.
8. Security mark equipment and arrange and chase repairs and warranty claims
9. Arranging repairs and replacements as necessary
10. In cooperation with the ICT resources manager maintain a database of ICT equipment, its asset numbers and its location including changing ownership if necessary.
11. To manage and implement requests for recording of audio visual programmes.
12. To monitor sites printer consumable levels.
13. Check fault logs on a daily basis.
14. Responsible for routine housekeeping on all machines and ICT rooms.
15. Supporting Users as far as possible and issuing printer credits, passwords etc

16. Assist the Network Manager as is reasonable and undertake to learn from her the running of the network in order to further own development and to assist if necessary.
17. Update and develop personal knowledge and skills as necessary.
18. To work in an autonomous manner, striving towards a zero defect environment using predictive maintenance procedures.
19. To also work with a degree of flexibility in the understanding that some work may need to take place outside of school hours.

To take part in an annual performance review at which objectives will be set and development needs identified.

Any other task as may be reasonably requested by a member of the Leadership Team, the Network Manager or the ICT Resources Manager