

JOB DESCRIPTION

IT Technician North 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 Governing Body. 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.”

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. To be responsible for maintaining the hardware and software (installing upgrades/new equipment etc) for the Art, English and Music and Hyde House building.
2. Managing the school ICT and AV equipment held in common to staff such as laptops, projectors, video machines, interactive whiteboards and cameras
3. Setting up and putting equipment away as required by staff and supporting them in the classroom when necessary and practicable
4. Assisting staff in general with ICT and AV equipment
5. Responsible for routine housekeeping on all machines and ICT rooms and equipment including cleaning machines and screens, maintaining paper supplies in printers and checking and renewing cartridges.
6. Supporting Users as far as possible and issuing printer credits, passwords etc.
7. Working with the Hardware Manager and reporting any problems to them
8. Update and develop personal knowledge and skills as necessary.
9. To work in an autonomous manner, striving towards a zero defect environment using predictive maintenance procedures.
10. 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.

IT Tech North Site 22/02/2011