ICT Technician

Job Description

Role

This role is to support and develop The Brook School's ICT. Computers and other technologies are used in all classrooms by both staff and children. The key responsibilities of this role are therefore to manage the servers and network and ensure that all computers and software are fit for purpose and that staff are trained in their use.

Key duties

ICT developments

- To work alongside the ICT Co-ordinator to develop the ICT strategy for the school.

- To support and implement any ICT related projects to modernise and develop ICT.

Desktop Technical Support

- To ensure that all the computers, laptops, printers, interactive whiteboards, audio and other ICT hardware are working to their maximum potential; ensuring that all problems are fixed quickly and efficiently.

- To provide front line technical support to all staff and children for all computer related problems.

- To provide advice and support, alongside the ICT Co-ordinator, to teachers and support staff on how ICT can support the curriculum.

- To keep up to date with ICT future developments and advise on future projects.

- To manage the WAN network ensuring that all mobile devices are fit for purpose.

Server/Network Maintenance

- To maintain all aspects of the network alongside the external ICT support.
- To maintain Active Directory ensuring that all users have their user names and passwords.

Training

- Provide ICT training alongside the ICT Co-ordinator to all staff as and when required.

Housekeeping

- To ensure that all computers are complete with the schools software suite.
- To maintain a database of all software licences; ensuring that all software is licensed.
- To maintain the equipment register for all ICT equipment.
- To maintain an accurate register of all internet and photo permission forms.
- Planning ICT Hardware refresh to ensure that all computer hardware is kept up to date and meets ICT needs.
- To be the administrator of all domain users and e-mail accounts.

General

- To be committed to the safeguarding of all children, including undertaking a DBS check.
- To support the ethos of the school.
- To adhere to The Brooks confidentiality and other policies.
- To undertake any other ICT/information responsibilities as required.
- To support in any other duties as may be reasonably required to reflect the changing needs and circumstances of the school.