

## JOB DESCRIPTION

### ICT Technician (Trainee)

<b>JOB TITLE:</b>	ICT Technician (Trainee)
<b>APPOINTMENT GRADE:</b>	NJC Grade 3
<b>HOURS OF WORK:</b>	<b>37 hours per week, full time, all year</b> <i>(term time only may be possible by negotiation)</i>
<b>REPORTING TO:</b>	<b>Network Manager</b>

#### OVERALL RESPONSIBILITY

- To provide ICT technical support to both staff and students

#### SPECIFIC RESPONSIBILITIES

Working as part of the ICT technician team you will work across a variety of tasks:

1. To support teaching and learning across the school by:
  - a. Involvement in the running of an effective and efficient help desk system
  - b. Solving help desk problems promptly
  - c. Making sure consumables are available immediately by keeping a stock of replacements
  - d. Installation of new subject-specific software
  - e. Provision of in-class technical support for staff using ICT in the classroom
  - f. Contributing to the development of the school Intranet Site
2. To ensure that the school network runs efficiently and effectively on a day to day basis.
3. To ensure that the Management Information System (SIMS) works consistently well across the school so that teaching and support staff can complete their tasks effectively.
4. To maintain an inventory of ICT equipment and ICT facilities so that legal requirements can be met and efficient audit and budget planning can take place:
  - Maintain a library of software and site licences.
  - Administration of ICT stock of consumables.
  - Maintain an up to date inventory of all ICT equipment.
5. Work as AV technician when needed.

6. Ensuring Health and Safety aspects of ICT facilities and equipment are adhered to.

- Regular safety checks of work areas
- Making sure any equipment to be used is safe
- Reporting any concerns to the Lead Technician

#### **ANY OTHER DUTIES**

Any other duties as may reasonably be required from time to time, commensurate with the grade and/or level of responsibility of the post.

As “trainee” you will be expected to, and given the opportunity to learn new skills outside of these areas as you develop in the role.

*This job description and allocation of particular responsibilities may be reviewed and amended following consultation. Such a review will take place as part of the appraisal cycle and at any other time on request.*

#### **CONFIDENTIALITY**

The post-holder is required to respect the confidentiality of all matters relating to the School, students and staff.

*We are committed to safeguarding and promoting the welfare of children and young people and to equality of opportunity. A DBS check is required for all successful applicants*

September 2015