



Job Description

ICT Technician

35 hours per week, full time

(Temporary position until 31st December 2020,
due to COVID-19 temporary measures. Possibility of extension to April 30th 2021)

Reporting to:	ICT Manager, Deputy Headteacher, Headteacher and Senior Leadership Team as appropriate.
Purpose:	<p>This post holder will be proficient in providing support to the ICT needs of the school in alignment with the school's objectives. The school consists of workstations made up of a combination of Windows PCs and tablets.</p> <p>The post holder will work in a team who will ensure safe operation and maintenance of a number of other technologies within the school including servers, networking and printing.</p> <p>The post holder will work closely with all departments to identify, recommend, and support cost effective technology solutions for all aspects of the organisation.</p>
Areas of Responsibility:	<p>Main Duties:</p> <ul style="list-style-type: none"> • In conjunction with the ICT Manager, manage and deliver the school's ICT service <p>Key Tasks:</p> <ul style="list-style-type: none"> • To facilitate the effective working and use of all computer-based systems in the school • To set up, install and upgrade computer equipment as necessary • To be familiar with major applications and systems such as word processing, spreadsheets, databases, graphics, internet and email and to provide 'on the spot' assistance in resolving technical and practical problems in these areas as requested • To see to the care, maintenance and repair of computer equipment and peripherals • Undertake maintenance of ICT hardware • To install, maintain and troubleshoot software applications • To set up audio-visual equipment (DVD players, LCD projectors etc.) around the school • To be familiar with the use of computer related peripherals such as scanners and digital cameras and provide support to staff and students in their use • To assist with the maintenance of the school network and troubleshoot client-side connection issues

	<ul style="list-style-type: none"> • Receiving, checking and distributing ICT deliveries as required • Relevant general duties commensurate with this post <p>Supporting School:</p> <ul style="list-style-type: none"> • To play a full part in the life of the school community, to support and contribute to its Catholic mission and ethos • Safeguard the confidentiality of information relating to students and staff always • Report any security breaches immediately to the ICT Manager • To attend relevant in-service training • Actively promote, comply and adhere to all school policies • Demonstrate willingness to support new initiatives within the school • Participate fully in training, learning development and the school's performance management system for support staff • Wear technician uniform during all working hours as provided by the school
Supervision:	To work under the supervision of the ICT Manager. Able to work on own without direction.
Working Time:	35 hours per week 8.30am to 4.00pm with 30 minute unpaid lunch break. Flexibility will be required as some additional hours may need to be worked to support events taking place outside of school.
Salary/Grade:	NJC Scale 3 SCP 5 to 6 £19,312 to £19,698
Disclosure level:	Enhanced
<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p>	

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signature of post holder: _____

Date: _____

September 2020