

HINDLEY HIGH SCHOOL

JOB DESCRIPTION

POST TITLE: ICT TECHNICIAN

RESPONSIBLE TO: ASSISTANT HEADTEACHER / DIRECTOR OF ICT

**LIAISES WITH: NETWORK MANAGER, LEADERSHIP TEAM, TEACHING STAFF,
SUPPORT STAFF, GOVERNORS**

POST GRADE: GRADE 4

DISCLOSURE LEVEL: ENHANCED

PURPOSE

- To assist the network manager to provide, develop and promote a high quality ICT technical support service to staff and students using Information Technology in all aspects of the curriculum and administration.
- To assist the network manager to plan, organise and maintain resources and equipment which deliver an effective ICT service.

DUTIES

- Deliver hardware and resources to work areas and classrooms as required.
- Set up and assist staff with ICT equipment needed for assemblies.
- Advise staff regarding specific school software / hardware.
- Label and security mark school equipment.
- Assist in the maintenance of an up to date inventory of ICT hardware, software and licences.
- PAT test school equipment (when training has been given).
- Assist the network manager to ensure the security and protection of the ICT infrastructure.
- Routinely check the condition and content of staff school laptops.
- Perform basic PC hardware repairs and upgrades.
- Assist in cleaning PC hardware as part of scheduled maintenance.
- Assist in workstation / laptop imaging.
- Assist in LAN cable installation.
- Assist in re-patching and configuring network cabinets.
- Install new software, hardware, peripherals, upgrades and components.
- Assist in maintaining user accounts and permissions.
- Record and perform basic diagnostic and recover routines on network equipment, reporting any issues.
- Ensure appropriate stock levels of consumable items, placing orders in line with financial regulations.
- Provide technical advice and guidance to staff and pupils.
- Implement and maintain email accounts for staff and pupils.
- Any other duties commensurate with the grade and nature of the post.

SIGNATURES

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed
(Support Staff)

Signed
(Headteacher)

Dated
(Support Staff)

Dated
(Headteacher)

JOB TITLE: ICT TECHNICIAN
GRADE 4
PERMANENT FULL TIME, TERM-TIME ONLY

PERSON SPECIFICATION

DESIRABLE/ESSENTIAL

QUALIFICATIONS, EXPERIENCE AND TRAINING

- Level 3 qualification in ICT or other relevant technical discipline or evidence of specific ICT related training **E**
- Recent experience of maintaining ICT systems in an educational environment **D**
- Experience of working with young people aged 11 – 16 in a professional capacity **D**
- Evidence of appropriate Continuing Professional Development **E**
- Commitment to Continuing Professional Development **E**

SKILLS/KNOWLEDGE/QUALITIES

- A working knowledge of the SIMS system **D**
- Able to effectively use ICT and other specialist equipment **E**
- Ability to demonstrate effective use of ICT software packages **E**
- Knowledge of music technology and its application, including the use of Cubase **D**
- Ability to communicate well with young people and adults **E**
- Problem solving skills **E**
- Positive outlook **E**
- Approachability **E**
- Ability to identify, assess and recommend remedial action in situations relating to ICT provision **E**
- Ability to think creatively **E**
- Ability to work in partnership and develop the trust, respect and co-operation of others **E**
- Understanding of relevant policies, codes of practice and awareness of relevant legislation **E**

PERSONAL QUALITIES

- Tact and a sense of humour **E**
- Confidence **E**
- Resilience **E**

APPLICATION

- Full and accurate completion of school application form **E**
- Persuasive letter which addresses person specification and letter which is clear and concise **E**
- High standards in spelling and writing **E**

This post is subject to a satisfactory enhanced DBS disclosure check.