



## Job Description - ICT Technician

**Responsible to** - Network Manager

### **Main purpose of the Job**

- Install and maintain hardware and software
- Provide ICT Technician support for the School as and when required
- Manage and maintain the School website

### **Main Duties**

- Work under the direction of the Network Manager
- Manage the network in the Network Manager's absence
- Maintain and support Desktop Computer Hardware across the site
- Maintain and support Software across the site (Windows XP, Windows 7, MS Office 2010, Sims.net, Curriculum Software etc., )
- Maintain and support printers across the site
- Set up of presentation equipment for assemblies, meetings etc.,
- Maintenance and support of Interactive Whiteboards and Projectors
- Network Account administration (Active Directory)
- Provide support and guidance to staff and pupils in technical matters
- Liaise with external suppliers and support lines in the maintenance and support of the School's network
- Assist in the maintenance of the School's website
- Ensure adequate security, both physical and data, on the network system
- Identify cause of faults and undertake basic repairs / maintenance
- Install and test new ICT equipment, including hardware, network points, peripherals and software
- Monitor consumables stock and equipment
- A willingness to work flexibly, sometimes outside of normal hours, eg., Open Morning
- Invigilation of both internal and external examinations.

### **General**

- Be aware and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person
- To adhere to the School Health and Safety Policy including risk assessment and safety systems
- To contribute to the overall ethos and aims of the School
- To appreciate and support the roles of other professionals
- Participate in training opportunities and professional development as required
- Support the School at school events as and when required
- Undertake similar clerical duties commensurate with the level of the post as required by the Headteacher

### **NOTE**

This Job Description is designed to outline the main duties and responsibilities associated with the post but is not intended to be an exhaustive list of all duties performed. It will be reviewed each year and it may be subject to modification or amendment at any time after consultation with the Post-Holder / Line Manager and Headteacher.

The responsibility for employees' health and safety does not rest entirely with the School and its management. The Post-Holder, irrespective of his / her position in the School, has a legal duty to comply with the law, to ensure that the workplace is safe for everyone.