

JOB DESCRIPTION

Job Title	ICT Technician
Band/Job Group	Band C
Hours/Weeks	37 hours per week Term Time Plus 3 weeks
School	The Meadows School
Responsible to	ICT Network Manager

Job Summary

To provide support for students and staff in the use of ICT, ensuring that ICT systems are maintained and that disruption to teaching and learning is kept to a minimum

Additional duties and responsibilities

Specific Responsibilities

- Responsible for general repair and maintenance of all Desktop and Laptop PC's, Projector, Interactive Whiteboard and TV equipment.
- Maintain working condition of office equipment (photocopiers, printers, telephones etc.)
- General tasks that promote the use of ICT across the Curriculum and Administration systems.
- Assisting the Network Manager in the efficient operation of the school computer network.
- Add content to the Schools website as directed by the teachers and the wider school team.
- Manage the Schools social media, ensuring it is up to date, relevant and consistent.
- Attend key events in the Schools calendar and then record and share content via the Schools website and Social media channels

Software

- Ensure the anti-virus software is installed, kept up to date and working properly on all stations
- Share files as required by staff for pupil and teacher use
- To update software as and when required.

Network Management

- To change staff and pupil passwords as required
- To create new users as required
- To maintain the schools wireless networks with the network manager
- Carry out routine network maintenance with Network Manager
- Be familiar with the network infrastructure (cable and patch panels, hubs, switches, routers) and address any fault-finding and minor changes, keep a log of any damage.
- Follow supplier's recommended procedures.

General

- To be the first point of contact for all ICT related issues
- Provide support and advice to staff in the operation of ICT equipment
- To provide technical support for all users, curriculum and administrative
- To follow a maintenance schedule that is in place
- In the absence of the Network Manager to ensure servers are backed up each day.
- To ensure physical security of work stations and monitors, and laptops is maintained at all times
- To participate in the operation of the School's Performance Management Scheme.
- It is your responsibility to carry out your duties in line with the Council's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy and the Equality Act 2010.
- Such other duties as may be appropriate to achieve the objectives of the post to assist the Thematic Area in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

The Meadows School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Signed Acceptance of Role:

Headteacher

Date

Post Holder

Date

PERSONNEL SPECIFICATION

Job Title	ICT Technician
Band/Job Group	Band C – ESC40
Hours/Weeks	37 hours per week
Special Conditions	Term Time Plus 5 inset days
School	The Meadows School
Responsible to	ICT Network Manager

Qualifications	GCSE Grade C in English & Maths (or equivalent) Diploma in ICT systems Support or 2 years relevant experience
Experience	Experience of working in an educational setting Good communication skills both verbal and written Demonstrate good practical knowledge and problem solving strategies
Training	Willing to attend relevant training
Special Knowledge	Knowledge of range of ICT hardware and range of applications commonly used in schools e.g. Microsoft Office, Web Development
Circumstances	Ability to work when the school is open (Term Time working) Willingness to work flexibly to meet the requirements of the post
Disposition	Ability to work as a reliable member of the team Enthusiastic and willingness to learn and develop new skills Willingness and adaptability in tackling the variety of tasks arising in a school environment.
Practical and Intellectual Skills	Good problem-solving / organisational skills Role involves lifting and carrying
Legal Requirements	Enhanced DBS Check for Regulated Activity