**JOB DESCRIPTION**

**Job Title: ICT Technician**

Location: Avanti Court Primary School

**Grade: LBR Scale 3 Range point 14 - 17**

**Range: £8,518 - £9,054pa actual salary**

**Purpose of the Job**

Under the guidance of the Headteacher/ senior staff/Computing Lead:

* Provide specialist support in a specific curricula/resource area, including preparation, and maintenance of resources and support to staff and pupils.
* Provide specialist ICT support, including preparation, and maintenance of ICT resources and support to staff and pupils.
* Under the guidance of senior staff ensure that the school/centre establishes and maintains high quality learning facilities

**Principal Responsibilities**

To be responsible for the general day-to-day tasks and running of the school’s network and ICT equipment.

To carry out routine network management tasks including daily backups, antivirus checking and other housekeeping tasks

Use specialist skills/training/experience to support pupils in their learning of the computing curriculum.

To support the teaching of the computing curriculum

Create and maintain a purposeful, orderly and productive working environment.

Contribute to planning, development and organisation of systems/procedures/policies.

Be responsible for maintaining records, information and data, producing analysis and reports as required.

Monitor and manage ICT stock within an agreed budget, cataloguing resources and undertaking audits as required.

Maintenance of specialist equipment, checking for quality/safety, undertaking specialist repairs/modifications within own capabilities and arranging for other repairs/modifications to be carried out by others.

Demonstrate and assist in the safe and effective use of specialist equipment/materials.

Provide specialist advice and guidance as required.

Implement agreed work programmes/practical lessons under the guidance of the teacher.

Establish constructive relationships and communicate with other agencies/professionals.

Implement planned supervision of pupils out of lesson times e.g. clubs/extra-curricular activities.

Under the guidance of senior managers, develop the security and long-term planning of the network.

Work with senior staff to produce short, medium and long term development plans.

Investigate new technologies and work within an agreed budget to purchase, install and ensure all staff are conversant and confident in the use of new equipment.

Develop and maintain ICT infrastructure that supports staff and students using specialist and general ICT facilities.

Trouble-shoot and repair when possible ICT and audio visual equipment problems.

Install hardware and remove software on workstations. Ensure maintenance of all hardware, software, and equipment.

Co-ordinate a plan for security updates of workstations, inform staff of critical updates, and manage licences of software for workstations and servers.

Keep an inventory of all equipment, ensure that all equipment is security tagged/marked after purchase.

Maintain printers in terms of refilling printer toner and ink cartridges, head cleaning and alignment.

Pre-load software prior to lessons.

Ensure the efficient running of the ICT within all working areas of the school.

To actively support pupils in accessing information to assist with their learning needs, and efficiently ensure that starters, leavers and movers have the required network access. To investigate and resolve any network equipment failures covering software, hardware and infrastructure problems, as required, ensuring minimal disruption to staff and pupils.

To show a willingness to work flexibly, on occasions outside of core hours, ensuring that ICT support is provided for various school events including assemblies, presentation evenings, CPD and other meetings.

To set up and relocate ICT hardware as and when required.

To assist with the installation of new ICT hardware and equipment.

Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the grade from time to time.

**GENERAL**

To participate in relevant school activities, training and processes including performance management, attendance at staff meetings, involvement in CPD sessions and school functions as required.

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.

To demonstrate an understanding of and a commitment to equal opportunities and diversity and to the standards of customer care.

Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.

Notes:

1. The Trust expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the postholder may be expected to carry out work that it not specified in the job description but which isnever the less within the remit of the duties and responsibilities.
2. Staff in schools work subject to statute and many policies and procedures. The postholder will be expected to become familiar with these and work in accordance with them
3. This is a new job description will be subject to review with the postholder after one year and may then be reviewed from time to time thereafter.