

KIRKLEES COUNCIL

SERVICE AREA: CHILDREN & YOUNG PEOPLE SERVICE

SECTION: ALL SCHOOLS MODEL - TECHNICIANS

POST TITLE: SENIOR TECHNICIAN MANAGER 9
(NETWORK/ICT)

GRADE: 9, (SCP 29-32)

PURPOSE OF POST

To be responsible for the overall management of the School's Network and ICT provision (including curriculum support) and its staff in order to ensure the provision of an efficient technical support service.

KEY AREAS

1. Strategic Planning
2. Network Installation
3. Maintenance
4. Supervision of Staff
5. Installation
6. Administration
7. Health and Safety
8. General

DUTIES AND RESPONSIBILITIES

1. Strategic Planning

- 1.1 To maintain an overview of the computer network(s).
- 1.2 To keep records of the performance of the computers on the network and ensure problems and repair work are undertaken.
- 1.3 Receive quotes and tenders for repair work and new equipment and evaluate accordingly.
- 1.4 To undertake suitable training in order to ensure the School's ICT delivery is up to date.
- 1.5 To provide the technical input and advice to the ICT management team with regards to decisions on purchasing and upgrades.

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- 1.6 To attend and contribute to the meetings of the ICT development group.
- 1.7 To liaise with other schools in the pyramid in order to provide support for their ICT developments.
- 1.8 Liaise with private companies to ensure the school delivers relevant education in ICT and procure sponsorship.
- 1.9 To monitor and maintain the ICT budget and keep records in order to complete reports.

2. **Network Installation**

- 2.1 Specify, procure, install and support networks including the cabling system, server and operating system.
- 2.2 Specify, procure, install and support PC's, printers and miscellaneous peripherals.
- 2.3 Install, configure and upgrade application software in the curriculum areas and networks.
- 2.4 Specify, procure and fit security devices.
- 2.5 Restore and transfer user data.

3. **Maintenance**

- 3.1 To ensure that all networked workstations operate effectively and provide a response to reported faults.
- 3.2 To order and maintain a stock of spare components within a fixed budget.
- 3.3 To maintain a system of reporting and recording faults and problems on the network.

4. **Supervision of Staff**

- 4.1 To oversee the work of the Technician(s) and to deal with any performance or support issues, including appraisals.
- 4.2 To delegate appropriate tasks and responsibilities to the technicians team.

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5. Installation

- 5.1 To lead and oversee programmes of workstation building and the commissioning of new computers onto the network.
- 5.2 Responsible for innovation, investigation and implementation of ICT developments eg, telecommunications, electronic registration.
- 5.3 To be responsible for system back-ups and installation of new software onto the system.
- 5.4 To be prepared to undertake system work and upgrades at efficient times for the system to be down.

6. Administration

- 6.1 Operate an efficient system for the storage and distribution of hardware and software discs and associated documentation (including loans and bookings).
- 6.2 Maintain an inventory and cataloguing system for new, existing and obsolete stock.
- 6.3 Assist with the organisation, repair and replacement of ICT and/or multi-media equipment including liaison with external suppliers.
- 6.4 Make petty cash purchases and/or requisitions for stock in line with the schools financial and authorisation procedures.
- 6.5 Receive and check deliveries and associated invoices and pass these for payment.

7. Health and Safety

- 7.1 Carry out routine Health and Safety checks on ICT and/or multi-media equipment reporting any problems to relevant senior manager.
- 7.2 To organise electrical testing of all portable electrical appliances and maintain all paperwork.

8. General

- 8.1 As part of your wider duties and responsibilities you are required to promote and actively support the School's/LA's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable. Please refer to the Employment page, working for the Council on the Kirklees website under the following link:

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<http://www.kirklees.gov.uk/employment/safeguarding.shtml>

- 8.2 Carry out your duties with due regard to current and future School's/LA's policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, ongoing performance development and through School communications.

RESPONSIBLE TO: HEAD OF ICT (SCHOOL TO INDICATE)

RESPONSIBLE FOR: TECHNICIAN (S)

JD Reference No	SS/T09/NI
JD Prepared / Amended	OCT 2009
Refers to Estab(s)	

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