**JOB DESCRIPTION**

## **Post:** Information and Communications Technology (ICT) **Technician**

**Responsible to:** Head of Network Services

**Co-ordinates with:** The Computing and Network Services Team, curriculum staff,

support staff

**Summary of responsibilities**

To work within the college’s Computing and Network Services Department

**PRINCIPAL DUTIES:**

1. To be jointly responsible for the routine maintenance tasks on the college’s ICT equipment, including desktops, laptops, printers, and projectors.
2. To be jointly responsible for the installation of new hardware and software, and also the upgrades of hardware and software.
3. To undertake faultfinding to resolve hardware and software problems.
4. To assist in the management, maintenance and troubleshooting of the network infrastructure, including routers, switches, wi-fi, cabling etc.
5. To assist in the management, maintenance and troubleshooting of the server infrastructure, including physical and virtual servers
6. To support staff and students in their use of ICT - password resets, user area quotas, wi-fi connectivity for college and “BYOD” devices, print credit, printers, projectors, desktops/laptops, Active Directory Management, email distribution lists. Also software requirements including MS Office, Adobe Creative Cloud, Sibelius and other curriculum required applications.
7. To provide cover in the college’s print room and shop when required. This service is managed by the Computing and Network Services Department.
8. To attend college and team meetings and contribute to the team’s self assessment.
9. To undertake any other duties within the grade required by the college.
10. Attend relevant staff development activities when necessary.
11. Work within health and safety guidelines and be aware of your responsibilities for health and safety.
12. Adhere to college policies and procedures, including data protection.
13. Be responsible for safeguarding and promoting the welfare of children, young people and vulnerable adults.
14. Participate in college activities, these may include open evenings, parents’ evenings, events, enrolment and induction.
15. Promote equality and diversity, college policies and the core values of the college.

**Terms and Conditions**

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| **Salary**  | Points 20 to 24 of the Sixth Form College's Support Staff pay spine currently £17,443 to £19,577 per annum. |
| **Working hours**  | Will require attendance at college 36.25 hours per week (normally between 9am and 5pm, to be agreed with your line manager). You are expected to attend departmental meetings, which may take place outside the core day. Some flexibility in the hours worked will be expected, this could include some work in evenings and at weekends. |
| **Pension Scheme** | You will be auto enrolled into the Local Government Pension Scheme |
| **Holidays**  | The post carries an annual holiday entitlement of 22 days plus 8 days public holidays and efficiency days (to be used during the Christmas shutdown), pro rata. Holidays are to be taken where possible during college holiday times. |
| **Safeguarding**  | The Blackpool Sixth Form College is fully committed to safeguarding and promoting the welfare of all students, staff and visitors. All posts, including volunteers, are subject to enhanced DBS (Disclosure and Barring Service) clearance. |
| **Payments**  | Your salary will be paid on the last working day of each month by BACS transfer. |
| **Health** | Appointments to the college are subject to satisfactory health clearance. You will be required to complete a health questionnaire and may be asked to attend a medical. |
| **References**  | Two references will be required on application; one must be your most recent employer. Should we not receive these references when requested from the referee you may be asked to follow these up or provide an alternative referee.  |
| **Probationary Period**  | The post is subject to the successful completion of a 12 month probation period. You will have First Year in Post reviews to assess your progress and set targets. |

*This Job Description is current at the date shown and may be amended from time to time after consultation.*