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**ICT Technician.**

**Job Description.**

# Responsible to: The Director of ICT

**Responsible for:** Responsible to the Director of ICT, as a member of a team primarily providing technical support to the school, but working flexibly across the school as a member of the Support Staff.

The appointment is made to the school rather than any individual area and duties may be required outside the usual day-to-day work. All personnel are expected to work flexibly as part of a team of Support Staff, commonly bound in the service of the needs of the school and the further development of Loxford School as reasonably required under the direction of the Headteacher.

## Duties and Responsibilities

1. General maintenance of all ICT equipment and facilities, reporting and/or fixing faults by agreement with the Director of ICT and Headteacher as appropriate.
2. Preparing, maintaining, setting up and clearing away assigned ict equipment for safe, secure and effective use in practical activities across the school.
3. Basic construction, repair and modification of ICT equipment as competent to do so within health and safety guidelines. Co-operating with teaching and other support staff in the development of such equipment for use in practical activities across the school, including that required for whole school events.
4. Responsibility for the safe, secure storage and security marking of equipment, materials and apparatus as required, including, as appropriate, during vacation periods.
5. Ensuring functional operational use of equipment assigned in the Department, including electrical testing, notifying the Director of ICT of any shortages or faults and re-ordering or repairing as directed or required.
6. Maintenance of the Department inventory of ICT equipment, including the disposal of dysfunctional or dangerous equipment in accordance with established Health and Safety guidelines and inventory policies in consultation with the appropriate authorised colleagues.
7. Responsibility, as reasonably assigned, for the setting up and operation of ICT equipment for use in practical assessments or examinations, or agreed whole school events, including, as necessary, reasonable amendment to normal working hours as directed by the Director of ICT.
8. Assisting and where appropriate training, the teaching staff in the delivery of the curriculum or related activities, ensuring safe procedures are followed in all situations.
9. Assisting the teaching staff in the choice, procurement and receipt of delivery of all assigned equipment in a manner consistent with School policies and Best Value.
10. To undertake such training as may be offered to ensure effective and safe execution of duties.
11. Administrative tasks as assigned by the Director of ICT.
12. To support the extended functions of the department including reprographics as required

**Conditions of Service and Hours of Work.**

Reporting to the Line Manager, Head of Department the postholder is expected to work flexibly, broadly equivalent to a within a 36 hour week taken across a full year, with arranged hours of work within normal service provision from 8:00a.m. to 5.15 p.m with a 60 min break. Variations to these times may be made by agreement. e.g. for in service training or community liaison etc.

There is an annual leave entitlement in line with national guidelines and such leave may only taken within school vacation time.

This general Job Description is not comprehensive and the post holder will be required to undertake such other tasks appropriate to the level of appointment as the Headteacher may reasonably require.

Signed: (Post Holder) ................................................. Date: ..........

Signed: (Headteacher) .................................…………….. Date: ..........…

ICT Technician - Person Specification

Loxford School of Science and Technology is a Building Schools for the Future One School Pathfinder for the London Borough Redbridge. The 21st century ICT services provide staff, students and the local community with a state of the art ICT experience. To support this, an exciting position has become available to join a growing ICT support team in order to provide first class support in an expanding learning environment.

The ICT Technician will be responsible for general maintenance of defined computer equipment and for the resolution of identified technical problems, as well as undertaking general tasks which will promote the use of ICT across the curriculum.

You should be able to work in a team environment, have a basic knowledge of personal computers and software, and be willing to develop your skills and knowledge through on the job training.

The following indicate some of the principal tasks and responsibilities:

(E): Essential (A): Ability to Learn

Software

• Install and test new software. (E)

• Make software available to appropriate users. (A)

• Ensure the anti-virus software is installed, kept up to date and working properly on all stations. (A)

• Set up and maintain user accounts. (A)

Hardware

• Check new computer equipment on arrival and install as appropriate. (E)

• Maintain computer peripheral equipment such as scanners, printers, whiteboards & projectors. (E)

• Assist the ICT Manager in the deployment of computer hardware around the school. (E)

• Liaise with external support agencies, to resolve faults speedily. (A)

• Liaise with external suppliers for the repair of equipment under warranty or maintenance contract. (A)

Network Management

• Check the network back up logs where appropriate. (A)

• Set up, maintain and remove user network accounts where appropriate. (A)

• Carry out routine network maintenance tasks. (A)

• Be familiar with the network infrastructure (cable and patch panels, hubs, switches). (A)

Personal Qualities

• Be able to work on his/her own initiative. (E)

• Demonstrate practical knowledge and problem-solving strategies. (E)

• Have good communication skills. (E)

• Have sensitivity to the different levels of expertise in the school. (E)

• Keep abreast of new developments in software and hardware. (E)