# ICT Job Description

**General overview**

Be able to strategically plan for changes (well in advance) and explain technical terms to non-technical people.

Be able to update school management on matters of importance.

Be able to manage time and make sure that items/jobs get one and do not get forgotten.

Be able to research and administer very technical applications like windows server, IOS for education, distributed file systems, active directory (group policies and security groups), g-suite, windows deployment service (MDT), meraki (MDM), capital SIMS (FMS), level 1, 2 and 3 networking, printer servers, printer firmware and settings.

Be an undaunted and confident “overcommer” who is able to “physically fix” anything in the school building that has a plug on it (and some things that don't have plugs on them).

Be able to undertake lifting and general fitting and erecting of screens, boards and display equipment (be physically strong).

Be able to understand electric and how to wire plugs, boards, extension and balancing chargers.

Be able to do all this and many other things that are asked on a daily basis.

Be constantly polite, approachable and flexible.

**Common Actives Include:**

**Networking/Infrastructure**

* installing upgrades to the school wired data networking infrastructure (running and installing cat5e)
* installing 2.4/5ghz wireless access points to improve wireless reception (testing wifi speed)
* ensuring school servers are up to date and are operating efficiently
* updating and administering school update servers and ensuring all school computers are patched and secure

**Pupil Software**

* installing school owned software on pupil and classroom computers
* administering and assisting with purple mash
* administering and assisting with discovery espresso
* adding teaching staff on suitable software for education

**Staff laptops**

* supply and maintenance of teachers laptops
* re-provision and preparation when staff change
* inventory staff laptop handout
* advice school management on replacement of old laptops

**lighting and display (assembly halls and meeting rooms)**

* install and maintain screen and laptops in meeting rooms
* install and maintain projectors and laptops in meeting rooms
* install and maintain multimedia trollies for school assemblies
* maintain and operate DMX lighting in PS

**iPads**

* operate and maintain schools iOS in education facility
* creation of blueprints on apple configurator to provide safety for pupils with locked proxy and restrictions
* creation of apple push certificates to be used by MDM
* administer of meraki MDM for device security and geofencing
* creation of MDM profile certificate for apple configurator blueprint
* import of E2BN protest certificate for apple configuration blueprint
* distribution of age appropriate paid (and free) apps across schools iPad network
* retirement and replacement of outdated iPads
* working with external company to repair screens and broken iPads
* raising quotes for ordering iPad protectors

**Asset protection**

* Inventory of all school assets
* Tracking and geofencing via MDM
* Serial number recording

**Risk management**

* Advising school management of IT related risks
* Administering and implementing acceptable use policy
* Administering access control procedures for staff
* Administering and repairing uninterruptible power supplies for school servers
* Working to external providers for schools offside backup
* Administering schools onsite backup 4TB drives replicated across sites
* Administering desktop/laptop antivirus provision
* Administering server anti-virus and anti-malware provision
* Administering update servers to patch and provide security

**Budget and planning**

* Providing yearly budget for ICT for all sites within the school
* Using local government’s best practice headlines for hardware renewal
* Using a rolling hardware replacement procedure based on priority
* Raising quotes from several providers to ensure lowest cost of replacement equipment

**Email**

* Create and administering staff email accounts
* Create and administer organisational units for staff emails
* Assist staff with training and access their emails
* Assist staff in setting up emails on their mobile devices

**Classroom equipment**

* Provide cameras, batteries and memory cards to classrooms
* Provide peripheral cables, pointing devices, batteries and interactive equipment to classrooms (as required)
* Provide fully installed and up to date PCs and monitors in the classrooms
* Provide printers in each class of the SS
* Device measures to secure and prevent damage to the equipment
* Construct and provide PC desks and work stations to classrooms

**Prowise Screens**

* Installation of 55 inch and 65 inch ProWise screens
* Retro fitting of screens to hydraulic stands (requires heavy metal drilling and lots of strength)
* Installing software for classroom use on screens
* Re-installing operation systems (as needed)
* Installing firmware (as needed)
* Learning best practices on the use of the screens
* Assisting and advising teaching staff of operation
* Raising repairs with ProWise support
* Assisting engineers with repairs

**Sensory room(s)**

* Administer and trouble shoot PC equipment and all electoral mechanical and lighting equipment in the sensory rooms
* Work with external companies for cleaning and servicing
* Assist staff with use and operation of equipment

**Laminators**

* Disassembly and repair of laminators (as needed)
* Advising staff of best operation

**Telephones**

* Ensuring schools telephone system remains operational
* Resetting Entropie equipment (as required)
* Reporting faults to Entropie and the school management
* Advising school management to the technical aspects of upgrades of the system
* Installing VOIP telephones (as needed)

**Printers/Photocopiers**

* Regular stock take and ordering or toners and inks
* Installing toner and inks
* Safely change (or empty) waste toners
* Replace imaging drums and fuser kits as needed (have to confident to strip some printers down to bare component level to do this)
* Dismantle and repair printers (running gears) - as required
* Install printers to print server and school network
* Install to active directory (giving appropriate permissions)
* Make strategic discussions about replacement of old equipment and advice school management
* Clean rollers and imaging surfaces
* Calibrate printer heads (alignment)
* Report faults to appropriate manufacturer and organise for repairs
* Assist engineers with repairs

**Special Education Needs IT consultation**

* Discussing available technologies to match teaching requirements
* Researching products
* Speaking to suppliers/resellers
* Quoting to order products