**THE LENHAM SCHOOL**

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title:** | ICT Technician |
| **Range:** | VIAT 2 |
| **Responsible for:** | N/A |
| **Accountable to:** | ICT Network Manager |

|  |
| --- |
| **Purpose of job:**   * To provide maintenance and support for the schools ICT infrastructure and to aid in the teaching of ICT to students by providing a technical backup for teachers. |

**Purpose of job:**

To provide maintenance and support for the schools ICT infrastructure and to aid in the teaching of ICT to students by providing a technical backup for teachers.

**Key Responsibilities:**

1. To support and maintain ICT equipment throughout the school.
2. Accurately log all equipment faults.
3. Diagnose and repair hardware and software faults where possible, and to otherwise report them to the ICT Network Manager for assistance.
4. Maintain a log of all work carried out, where document technical procedures and solutions.
5. To carry out as requested from time to time, any other relevant duties as may be required by the ICT Network Manager.
6. To support students and staff in their use of Apple hardware and software, including sourcing new apps and updates.
7. To co-ordinate the programme of events offered through The Lenham School Apple Regional Training Centre (Apple RTC).
8. To attend Apple RTC Manager Conferences.
9. To design school promotional and curriculum literature, posters and certificates.
10. To upload and oversee all website and social media content.
11. To produce ID badges for staff and 6th form students.

**Support for the school**

1. Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
2. To contribute to overall ethos, work and mission statement of the school.
3. To undertake broadly similar duties commensurate with the level of the post as required by the Head of School.
4. Participate in the school's appraisal process.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be set out in the above job description, but please note that The Lenham School maintains the right to update your job description from time to time, to reflect changes in or to your job. You will be consulted about any proposed changes.