**BEACONSFIELD HIGH SCHOOL**

**JOB DESCRIPTION AND PERSON SPECIFICATION**

**JOB DESCRIPTION**

**Part Time ICT Technician**

Reports to: Network Manager on a day to day basis

Performance management: Network Manager

Working times: 3 hours per day, Wed/Thursday 10am -1pm (hours can be flexible) 39 weeks a year, term time only

Salary: Bucks Pay Range 2.15 £2,860 including 5.1 weeks holiday pay

**Purpose of post**

The School is committed to providing resource to support high quality learning and teaching.

The post holder will be part of a small team responsible for ensuring the availability and maintenance of the whole school network, including the hardware and software infrastructure. In particular,

* To ensure the smooth running of the school’s ICT support Service
* To ensure that the integrity of the school ICT infrastructure is maintained
* To support the delivery of ICT across the curriculum

**Areas of responsibility**

* To ensure that ICT requests made by staff and students are processed appropriately and in a timely fashion, liaising with line manager as necessary
* To deal with problems as they arise where appropriate and escalate as necessary
* To set up new computers on the network
* To troubleshoot hardware issues with computers, printers, whiteboards and projectors.
* To develop and run a preventative maintenance schedule for the school’s ICT equipment
* To maintain an inventory of the school’s ICT equipment
* To manage the school’s printer credit system and database
* To ensure the consumables and spares stock is maintained
* To assist staff and students with the use of ICT in the school
* To be aware of the relevant health and safety regulations

To undertake any other task as reasonable directed by the Network Manager.

**PERSON SPECIFICATION**

**Knowledge and skills**

* Understanding of PCs, ICT hardware, software and networks
* Knowledge of Microsoft Office 2013 and/or Office 365Problem solving and analytical skills
* Good keyboard skills
* Good organisational and time management skills
* Good communication and interpersonal skills
* Good numeracy and literacy skills
* Ability to work under pressure and on own initiative
* Confidentiality

**Experience**

* Experience of working in an ICT related environment
* Experience of working in a school is desirable, but not essential
* Experience of ICT technical support provision is desirable, but not essential

**Qualifications**

* A level or above

**Other**

* Physically strong enough to move computer equipment

As per part 7 of the Immigration Act 2016, “the ability to converse with ease with members of the public and provide advice in accurate spoken English” is an essential requirement for this role.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken has not been identified.