**JOB DESCRIPTION**

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| POST HOLDER | ICT Technician |
| ACCOUNTABLE TO | ICT Manager |
| DETAILS OF POST | C1 |
| WORK INSTRUCTIONS | Work instructions may be received from the ICT Manager or any member of SLT |
| JOB PURPOSE | To assist the ICT Manager in the management and development of the school’s ICT systems, promoting high quality teaching & learning and effective administrative functions |
| KEY TASKS | **General Technician Support*** Work effectively as a team to meet the requirements and challenges of providing ICT/AV support in an education environment
* Respond to ICT Helpdesk issues and requests as required
* Maintain a knowledge base of solutions to problems and communicate these with the team
* Responsible for the annual summer operating system reinstall and deployment of new and replacement systems
* To maintain and operate school audio/visual equipment
* Deputise for the ICT manager in his absence
* Responsible for the Anti-Virus, WSUS and Backup servers and systems, ensuring they are functioning correctly, fit for purpose and that the school systems are recognised and protected by them.
* Maintain user accounts and permissions including adjusting disk space and printer quotas.
* Installation, configuration and testing of new and replacement hardware and peripheral devices as and when needed
* Maintain an inventory of ICT hardware and software

**Systems and Services Support*** Contact relevant support companies to resolve any issues with service provision.

**Purchasing/Budget Support*** Order resources as required and monitor stock levels
* Update transaction logs and budget forms in line with financial requirements
* Complete requisition forms for purchases or liaise with ICT Manager for card purchases where appropriate.

Development Planning* To support the ICT Development plan and be involved in the decision making process on the appropriate equipment and software used in school
* To assist with ICT development projects as required
* Advise staff on the best use of equipment and software packages

**Safeguarding*** To edit web filtering profiles as required so that filtering is applied at the appropriate level.
* To inform the ICT manager straight away if there is a safeguarding risk due to ICT equipment or systems and act upon it accordingly.

**Other requirements of the role:*** Flexible working to include occasional working outside core school hours and / or evenings to support the school with events in return for time off in lieu (overtime pay may be offered in exceptional circumstances).
* Be aware of and comply with St Mary’s policies and procedures
* Promote St Mary’s commitment to safeguarding the welfare of students
* Report any child protection concerns to the appropriate person
* Contribute to the overall ethos/work/aims of the school
* Treat all users of the school with courtesy and consideration
* Present a positive personal image, contributing to a welcoming environment which promotes equal opportunities for all

Whilst every effort has been made to explain the main duties above there may be a need for adjustments to the role and responsibilities of the post. This list is not exclusive or exhaustive. |

Date of revisions:

May 2017