**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