

MULBERRY STEPNEY GREEN MATHS & COMPUTING COLLEGE

ICT ASSISTANT TECHNICIAN JOB DESCRIPTION

Pay: Scale 4 point 7 (£27,060 All Year Round)

Job Title: Assistant to the ICT Technician

List of Duties:

- To support the ICT Technicians so they are able to carry out the following below:
- Provide day to day maintenance/first level help desk support of curriculum and administration Networks.
- Annual updating of staff/student log-in facilities and generation of new users.
- Supporting all departmental and administration use of ICT equipment and initial software installation where necessary.
- Monitor and protect against viruses across the school
- Basic trouble-shooting and repairs of school ICT equipment.
- Housekeeping of all computers and software across the school, advising departments and arranging for repair when necessary.
- Ensure all devices/equipment are ASSET coded and manage the regular updating of our systems
- Ordering of stationery, hardware and software for the ICT technical team
- Provide classroom support to teachers and assist pupils in the use of computers/ICT skills.
- Support implementation of systems such as electronic whiteboards, scanners, webcams and video conference equipments
- Respond to request and resolve problems efficiently on both hardware/software
- Ensure all reporting databases are checked and updated regularly
- Support and maintenance of website.
- Support cross-curricular use and design of Virtual Learning environment.
- Provide network security in-terms of hardware and software.
- Support our local partnership schools with a similar service to our own
- Undertake other related duties as may reasonably be required of you, under the direction of Line manager or the Headteacher.

This role is subject to an Enhanced DBS check