Weatherhead
High School

JOB DESCRIPTION

POST: **ICT TECHNICIAN**

SALARY: **£25,584 – £30,060 (NJC POINTS 7 - 17)**

CONTRACTED HOURS: **FULL TIME, 36 HOURS PER WEEK, ALL YEAR ROUND,**
                                                      MONDAY – FRIDAY 8.15 am – 4.30 pm (4.15 pm Friday)

REPORT TO: BUSINESS MANAGER & ICT NETWORK MANAGER

Principle responsibility:
To support with the coordination and management of the computer network. To support staff and students with the use of ICT equipment and to support the development and implementation of new technology systems.

Job Description:
1.   To assist in the set up and maintenance of the computer, server and printer equipment throughout the school including supporting the co-ordination and the management of the computer network.
2.   To be responsible for the daily operation and maintenance of G Suite, Apple MDM solutions and Windows 11.
3.   To identify and repair a range of faults to computer hardware as appropriate.
4.   To provide maintenance and support for a range of student and staff home loan equipment including laptops, and mobile devices
5.   To provide support to a range of Interactive A/V equipment in classrooms, and telephony equipment in offices.
6.   To support the management of software requirements for the school including:
a.   Creation of accounts for Gsuite and Windows Active Directory
b.   Identifying software needs for the network and departments.
c.   Installing new software, and completing updates to software and operating systems
d.   'Troubleshooting' software problems
e.   Updating network arrangements, as required.
7.   Liaise with the school's ICT support partners, as required.
8.   To check the safety of computer equipment in accordance with the school's Health & Safety regulations, including maintenance and storage of equipment in accordance with agreed practices.
9.   To be responsible for stock taking and the maintenance of stock records in conjunction with the ICT Network Manager.
10.   In conjunction with the ICT Network Manager, to advise the School Business Manager on the availability of new software, hardware and cloud solutions.
11.   To assist in the costing of ICT equipment and software.
12.   To assist in the development and implementation of new technology systems in the school.
13.   To be responsible for maintaining an accurate inventory of equipment within the Department.
14.   To undertake training, as appropriate in order to develop skills.
15.   To act as a Role Model for students by demonstrating a professional approach both in the classroom and around the school.
16.   To participate in departmental and other school meetings as required.
17.   To undertake any other relevant duties as required by the Headteacher.

Support for The School:
1.   To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
2.   To be aware of and support differences and ensure all students have equal access to opportunities to learn and develop.
3.   To establish constructive relationships, to support the achievement and progress of students.
4.   To contribute to the overall ethos/work/aims of the school.

These responsibilities may be changed in the light of future developments but only after consultation with the post holder. *This post is subject to the satisfactory completion of a six-month probationary period*

'a high performing academy providing excellence for all'