



The Cardinal Wiseman Catholic School

ICT Technician

Job Description



Job title:	ICT Technician
Salary and Grade:	Grade 4 (Points 18 - 21)
Line Manager:	Network Manager
Supervisory Responsibility	None

Key Duties:

All of the duties listed below are in addition to the general duties and expectations of a member of support staff within the school.

The post holder will be expected to:

- Respond effectively to staff requests for ICT support, to help ensure educational continuity by prioritising tasks which have the most immediate effect on students' learning
- Maintain IT Support Log(s) entering clear information relating to any support requests
- To communicate promptly and effectively with staff about on-going and completed support requests
- To proactively check the ICT facilities and to arrange for action/report of faults as appropriate
- Ensure all computers are operational within the school, repairing hardware where possible
- Report any abuse or concerns about possible abuse of the school ICT systems to line manager
- Report any breach or possible breach of school ICT policies to line manager
- Undertake risk assessments relating to the installation and use of ICT equipment
- Ensure all appropriate software is correctly installed on the system and on individual computers
- Ensure all users have network access and the necessary logon details and rights appropriate to their role
- Assist with backup strategy and procedures
- To ensure the physical security of ICT equipment as required (e.g. that laptops are cable locked where appropriate)
- Ensure anti-virus software is up to date
- Ensure printers are operational and consumables where necessary are sufficient
- To maintain the IT inventory by recording necessary acquisitions, movements and disposals
- To assist with the development and maintenance of effective network documentation



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Please Note:

- (i) The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).
- (ii) The postholder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- (iii) This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- (iv) This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

Chris Carr (April 2016)