



QUEEN'S PARK HIGH SCHOOL

JOB DESCRIPTION: ASSISTANT ICT TECHNICIAN	
JOB TITLE	Assistant ICT Technician
RESPONSIBLE TO:	Support Operations Manager
CORE PURPOSE	<ul style="list-style-type: none">• To provide hardware and software support for the site, helping to ensure the efficient operation of the school.• To maintain the computer network and network hardware, helping to minimise system downtime.• To uphold both schools ethos and set high standards in all areas of work.
HARDWARE & SOFTWARE SUPPORT	<ul style="list-style-type: none">• To assist with the management and monitoring of ICT Systems (printers, client devices, door access and CCTV) to ensure that the educational and business needs of the schools are met.• Troubleshooting on the school's ICT equipment.• Maintaining the ICT equipment inventory.• To assist with maintaining the Internet and intranet facilities to ensure access for lessons.• To assist with the installing of new software including apps for mobile devices.• Maintaining security and take action to prevent misuse of the network and other ICT equipment.• Assisting students and staff in order to access the ICT equipment and use equipment effectively.• To write training manuals and updating the troubleshooting guides/videos as required.• Facilitate the provision of usernames for the school systems.• To maintain the AV provision.• To assist/train all staff in the use of ICT hardware/software including the delivery of training.
RESOURCES MANAGEMENT	<ul style="list-style-type: none">• To maintain the ICT Assets Register and stock levels.• To assist with the system administration for externally hosted systems.• Check deliveries of ICT equipment and supplies.• Ordering as required a supply of ink or toner for all printers to maintain suitable stock level.• To ensure equipment is delivered and collected from classrooms in a timely manner.

"Inspiring Individuals • Empowering Minds • Defining Futures"

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