**JOB DESCRIPTION**

**JOB TITLE:** ICT Manager/Technician/All-rounder

**RESPONSIBLE TO:** Business Manager / Headteacher

**JOB PURPOSE:** To manage the school’s computer network and to provide technical support to ICT users throughout the school (two sites)

**Main duties and responsibilities**

1. To undertake the management of the school’s networked and stand-alone computers in line with the school’s ICT policy.

2. To manage the work of any ICT trainees (including any Modern Apprentices).

3. To maintain the school’s e-mail system and Internet access.

4. To carry out installation and maintenance of hardware and software. To develop and carry out the preventative measures to protect the school’s curriculum computers including performing regular back up operations, maintaining security systems, maintaining up-to-date virus protection and ensuring regular electrical testing of equipment is carried out.

5. To identify potential problems with ICT hardware and software and to rectify the problems. To assist staff in solving ICT problems. To liaise with external companies and appropriate staff operating maintenance contracts and to arrange for repairs as necessary.

6. To oversee the availability of computer facilities for students outside of timetabled lesson times (eg. break times, lunchtimes, after school), devising and maintaining a booking system where necessary.

7. To provide in-class support on the use of ICT to either small groups or individual pupils. To prioritise requests for in-class support where necessary and in line with school’s ICT policy.

8. To assist with the development of the school’s ICT policy, under the direction of the Business Manager. To advise on the purchase of hardware, software and consumables in line with the school’s policy and agreed budget provision.

9. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.

10. Must have a full clean driving licence and willing to use own car during working hours to travel to and from both school sites.

11. To undertake any other duties of a similar level and responsibility as may be required.

October 17