



21. Support classroom learning activities as required
22. Undertake other duties commensurate with the grade as may reasonably be required
23. Manage and monitor budgets and advise ICT Leader and SLT on purchase of appropriate equipment ensuring school requirements are met and best use of resources
24. Procure all hardware, unpack, check, assemble, install, configure, support and maintain new ICT equipment, server hardware and software infrastructure, and complete all relevant paperwork and maintain records of purchase, commitments and expenditure
25. Set up data reporting systems for assessment purposes
26. Be responsible for repairing and replacing AV equipment, such as whiteboards and projectors
27. Develop relationships with key suppliers, customers and peers within the information services industry.

### General

1. To attend for work reliably and punctually.
2. To remain vigilant and do everything possible to protect pupils and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report any incident of this nature you witness, hear about or suspect.
3. To continuously develop your own practice, taking responsibility for identifying and addressing own training and development needs.
4. In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others.
5. This implies taking positive steps to monitor and maintain a safe and secure working environment. It is expected that whilst maintaining an effective and efficient working environment you comply with safety rules and procedures and to ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for pupils.
6. To carry out, as and when required, any additional tasks and responsibilities as are reasonably compatible with this job description and its objectives.

### Equalities

Ensure implementation and promotion in employment and service delivery of the Council's equal opportunities policies and statutory responsibilities.

This job description will be reviewed annually as part of the Professional Development meeting.



## PERSON SPECIFICATION

**JOB TITLE:** ICT Technician  
**SCHOOL:** Deptford Park Primary School  
**GRADE:** Scale 5

*(essential requirements in italics)*

### Knowledge of:

- *Computers, network infrastructure and peripherals*
- MS operating systems
- Digital Media Technology
- Writing batch files

### Aptitude

- Ability to think analytically and approach issues imaginatively
- Ability to demonstrate software skills to others
- Ability to assimilate new skills
- Ability to work as part of a team
- Ability to work calmly under pressure

### Skills

- *Technical skills to trouble shoot software and hardware problems*
- *Network administration skills – user profiles, managing users etc*
- *Good time management skills – ability to organise and prioritize own work*
- Effective written and oral communication skills
- Good customer care skills

### Experience

- *Managing a computer network System*
- Desktop management
- *Technical experience of resolving ICT networking, hardware and software issues*
- Software training
- LGFL systems

Head Teacher: Ken Johnson  
Deputy Head: Leona Baffour

### Personal Qualities

- Confident user of ICT
- Motivation to pursue own professional development
- Enthusiasm to keep up to date with technological advances
- Initiative to progress own work without close supervision

### Qualifications/Training

- NVQ 3 or equivalent qualification or experience in relevant discipline.