

JOB TITLE: ICT Technician

GRADE: Bristol Grade 8 – 9 (£21,074 - £26,470)

MANAGED BY: Network Manager

Purpose of the Job

Within the overall ICT support function, to provide technical, creative and organisational assistance to staff and students in their use of ICT to improve learning in all curriculum areas and ensure that robust technical systems are installed and maintained.

Key Job Outcomes

1 High quality support to all school systems

To work as a member of the ICT Support team running the schools ICT and AV services, using your own initiative, towards troubleshooting, resolving and development of systems in classroom and office situations; to support teaching, learning and administration. This encompasses managing the network infrastructure, commissioning and decommissioning of equipment, installation and removal of software.

2 High quality web-based school information systems

To maintain and develop the use of the school's Managed Learning Environment (Google) and its associated web-based functions by:

- Maintaining web-based noticeboards, and discussion areas for staff, parents and students including ex/internally based
- Working with the Data Manager, managing the administration of e learning services

3 High quality appropriate digital learning resources

To create, organise and develop digital learning resources for students and staff to enhance the learning environment by:

- Recording, storing, editing and cataloguing broadcast audio and video
- Converting existing learning resources into web-based form, incorporating graphics, multimedia and user interaction where appropriate
- Creating new web-based digital learning resources from teachers' briefs
- Organising and cataloguing 'e learning' resources on the Managed Learning Environment (Google docs).
- Manage technical aspects of web-based services e.g. Google apps and their integration with network systems.

4. Staff and students can make appropriate extensive use of ICT easily

To ensure that ICT resources are readily available, functioning properly and are well presented for use by staff and students through:

- Supporting staff and students in music, drama and media/film with their use of Apple MACs and curriculum relevant software and peripheral equipment.
- Supporting staff and students with their use of ICT and AV equipment, throughout the school for assemblies and other public events and in music, drama and media/film
- Liaison with the school's ICT Network Manager on the resolution of hardware, software and network issues.
- Liaise with external support contractors where appropriate.

5. Staff and students become confident users of ICT

To ensure that staff and students are directly supported in their use of ICT through:

- Direct support of staff and students in the classroom and other learning spaces when using ICT, both as part of the formal curriculum and at other times. From time to time this will involve supporting students outside of normal lessons without a teacher being present
- Informal and formal training of staff, including the preparation of training documentation
- Assisting the running of extra-curricular activities for students using ICT.

6. To carry out other duties as are required that are commensurate with the grade and the post.

Supervision responsibilities: IT Support Apprentice.

General

- A Undertake duties in compliance with the school's Core Values & Code of Conduct, and in particular its equal opportunities policy and confidentiality.
- B Carry out work in accordance with current legislation and/or regulations of the authority.
- C All employees have a responsibility for their own safety and must not endanger that of colleagues/visitors in the workplace, in accordance with legislation and the school's Safety Policy and Procedures.