

ICT Support Technician

Line of Responsibility

The ICT Technical Assistant is responsible to the School Business Manager and ICT Coordinator. All members of staff are ultimately responsible to the Headmaster.

This post is for 32.5 hours per week (term time + 1 week) and is subject to a satisfactory enhanced CRB disclosure and obtaining satisfactory references.

Job Content

The ICT technical Assistant will provide technical support to the school's curriculum network as required.

Duties to include (not exhaustive)

- First line troubleshooting
- Basic network admin (i.e. creation of new user account)
- Installation of new hardware/software
- Maintaining AV equipment (e.g. projectors)
- Cleaning of hardware and ICT Facilities
- Updating workstations
- Maintaining and updating records
- Managing Axxess control system
- iPad deployment and management
- Chrome devices/Google Apps for Education deployment and management
- Managing Printers
- Stock control
- Other appropriate duties as directed by Line Manager.

Other requirements

- Flexible and proactive approach to work
- Maintain acceptable personal standards of dress and professional behavior
- Attended relevant training and professional development courses
- Absence cover for school receptionist.

Confidentiality

- The details concerning children as well as the affairs of the school are confidential. Any person seeking information should always be referred to the teacher or the Head / Deputy
- The only person (other than the Head) in the school who deals with the press is the Deputy, who is one of the Governors.

Appraisal

All staff will be appraised annually.

Management are available for discussions on any issues of concern. We have a policy of being an 'open school', where professional and personal issues are separate.

All staff within Hayes school are respected as professionals. This must be the case at all times.