



## **JOB DESCRIPTION – ICT Technician**

**Reports to:** ICT Lead

**Start Date:** May 2025 (An initial 3-month probationary period will apply)

**Salary:** BESA Pay Scale Tier 1 (£15, 415) plus additional benefits

The ICT Technician at the British Embassy School Ankara will have the following duties and responsibilities:

### **MAIN PURPOSE**

The ICT Technician will support the ICT across the whole school environment through the maintenance of software, hardware and related equipment and ongoing technical support for staff and students.

### **JOB CONTEXT**

- Expected to work on-site across the school (s) to solve problems to ensure the continuity of reliable ICT equipment and services. Due to nature of the job, the post holder may be required to lift ICT equipment and work in restricted work areas
- Criminal Record and Clearance required
- An ability to fulfil all spoken and written aspects of the role with confidence through the medium of English and Turkish

### **DUTIES AND RESPONSIBILITIES**

- 1) Ensure all devices are ready for use each day and are in good working order, including regular cleaning
- 2) Check hardware regularly (Half-Termly) and report any faults to the ICT lead/external IT company



- 3) Participate in the collation, processing and storage of data and information to comply with school reporting requirements
- 4) Adhere to ICT policies, including those relating to safeguarding and internet usage
- 5) Assist with the installation and maintenance of hardware and software
- 6) Perform regular 'back-up' operations of the school's file servers with the external IT company
- 7) Update all programs and softwares as and when required and at least half termly
- 8) Keep a detailed inventory of all ICT equipment in the school, updated weekly
- 9) Keep a detailed inventory of consumables and maintain stock levels, updated weekly
- 10) Clearing out 'obsolete' material and disposing of these in line with GDPR
- 11) Maintain the schools printers and other peripherals, including cleaning
- 12) Check the charging cabinets and cabling weekly to ensure safety
- 13) Maintain the schools video and video editing equipment
- 14) Set up IT and other audio visual equipment (eg: laptops/cameras) for presentations and assemblies where required.
- 15) Support and maintain the interactive whiteboards and projectors throughout the school
- 16) Proactively assist staff in solving any problems with using the school's network and to liaise with the ICT Lead and the external company as necessary
- 17) Keep track of ICT issues through an email system (Help Desk) - maintaining a database of these issues, showing when issue were reported and solved
- 18) Assist with staff training as required
- 19) Attend and support school events outside normal hours as required
- 20) Be part of the school's appraisal processes
- 21) To undertake other duties of a similar level and responsibility as may be required from time-to-time
- 22) Adhere to the ethos of the school:
  - Promote the agreed vision and aims of the school



- Set an example of personal integrity and professionalism
- Attend appropriate staff meetings and parents' evenings

Carry out other duties as commensurate in order to ensure the smooth running of the school