

**POST TITLE**      **ICT / AV Technician**  
**NJC : Scale 3, 37 hours per week, full year**

**POST RESPONSIBLE TO : Network Manager**

**POST RESPONSIBLE FOR : The post has no responsibility for staff**

### **MAIN PURPOSE OF THE JOB**

To help maintain all aspects of the school's ICT Infrastructure and to provide technical support, training and guidance to all end users.

#### **ICT Duties**

- Work as part of a team to maintain the schools ICT infrastructure.
- Install, configure and test the deployment of system and client applications.
- Assist in administering the internet access filtering, email filtering and related monitoring systems and report concerns in line with school policies.
- Manage the end users network accounts as directed by the Network Manager.
- Provide technical support, advice and training to all users of the schools ICT systems.
- Setup and maintain the ICT equipment in the school, this includes regular cleaning and routine maintenance.
- Where possible repair broken equipment or arrange for repair, replacement and/or disposal.
- Administer the room-booking system for the ICT suites and printer toner stock system.
- Any other ICT related tasks as required.

#### **AV Duties**

- Set up and operate lighting and sound equipment for school events. A proportion of these will be outside of core school hours so flexible working will be required.
- Maintain, repair and replace lighting and sound equipment in the halls and Drama studios.
- Liaise with the Drama and Music and other departments to identify requirements for school events.
- This role will involve frequent handling of heavy objects/materials and occasional heavy lifting and working at height.

#### **General**

- To have due regard for the School's Health and Safety policies.
- To take part in the annual professional development review for support staff being aware that job descriptions are subject to regular review.
- To undertake training as and when appropriate.

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- To undertake any other duties which may be assigned to the post from time to time as directed by the Headteacher.

### **Contacts**

Regular: Students, teachers, administrative staff, parents/carers, visitors, suppliers

Occasional: Manufacturers, Support Providers

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

