

## **JOB DESCRIPTION**

JOB TITLE:

**ICT TECHNICAN** 

GRADE:

SCALE 5

REPORTS TO:

ICT LEADER AND SLT

SCHOOL:

**Deptford Park Primary School** 

## Main purpose of the job

The ICT Technician has responsibility for installing, maintaining and supporting computer networks and information systems within the school, as well as providing support to all users, to ensure the smooth running of the school's IT facilities in order to deliver the ICT curriculum effectively and ensure efficient administration.

## Summary of Responsibilities and Duties

- 1. Install server software, configure and maintain, Active Directory Domain Services, etc.
- 2. Add new users to the network and establish rights and privileges
- 3. Create and deploy images to new workstations and peripherals
- 4. Ensure all IT software complies with licensing requirements
- 5. Investigate, troubleshoot and repair faulty equipment
- 6. Maintain a record of all computer hardware, peripherals and software
- 7. Maintain security software, virus protection, and manage firewall and internet filtering policies on all networks
- 8. Manage and administer e-mail services as sole Nominated Contact
- 9. Support and consult the ICT leader about maintaining MLE and monitoring data push from MIS for MLE user accounts
- 10. Manage file and print services
- 11. Manage the school website
- 12. Manage user accounts, permissions and passwords for all ICT services and systems
- 13. Monitor network to ensure network availability to all system users and perform necessary maintenance to support network availability
- 14. Install and manage wireless network
- 15. Perform routine backups and archival of files stored on the network to assist with business continuity
- 16. Repair and replace network cabling and switches, manage tender to external contractors and oversee work when required
- 17. Plan and implement future IT developments and undertake project work (in conjunction with ICT leader)
- 18. Provide training and technical support to all school staff and users as required
- 19. Routine safety testing of equipment and network connections
- 20. Suggest and provide IT solutions to business and management problems alongside ICT team

- 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

## <u>Aptitude</u>

- 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

## <u>Skills</u>

- 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

# 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.