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| <p style="text-align: center;"><b>Park High School</b><br/><b>Job Description</b></p> <p style="text-align: center;">This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed at intervals and it may be subject to modification or amendment at any time after consultation with the holder of the post.</p> |                              |
| <b>Post Details:</b>                                                                                                                                                                                                                                                                                                                                     | <b>ICT Technician (2017)</b> |
| <b>Scale:</b>                                                                                                                                                                                                                                                                                                                                            | <b>HO3</b>                   |

**Responsible to:** Network Manager

**Salary Range:** £18,657 to £19,623

**Hours:** 36 hours per week, Temporary Contract

#### **JOB OVERVIEW**

**Responsibility for the day to day maintenance and repair of the school's ICT equipment**

**Responsibility for providing technical support on computer and networked system (including Internet service) within the school**

**Responsibility for installing upgrading software**

### **Key Responsibilities**

1. Undertaking regular preventative maintenance, fault-finding and first and second-line repair of the school's ICT equipment, networked and standalone computers, software and peripherals.
2. Installing and upgrading software.
3. Providing technical support on computer and networked systems.
4. Maintaining and providing support for the use of audio-visual equipment in the school, including interactive whiteboards.
5. Ensuring hardware and software security of computer systems.
6. Maintaining inventory, warranty and repair records for all ICT equipment.
7. Performing systems backup and update of logs.
8. Documenting and maintaining the network system configuration.

## PERSON SPECIFICATION

| Criteria                               | Essential                                                                                                                                                                                                                                                                                                                                          | Desirable |
|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <b>Qualifications and Training</b>     | <ul style="list-style-type: none"> <li>• Good standard of education. Minimum of 4 GCSEs at Grade C and above including English and Maths</li> </ul>                                                                                                                                                                                                |           |
| <b>Experience</b>                      | <ul style="list-style-type: none"> <li>• Recent experience of computer repair/installation/configuration</li> <li>• Experience of using Windows 2000/XP</li> </ul>                                                                                                                                                                                 |           |
| <b>Skills, knowledge and aptitudes</b> | <ul style="list-style-type: none"> <li>• Knowledge of computer design and components</li> <li>• Knowledge of computer networks</li> <li>• Ability to analyse and solve technical problems</li> <li>• Knowledge of structured network cabling</li> <li>• Ability to understand and use computer manuals</li> </ul>                                  |           |
| <b>Other Requirements</b>              | <ul style="list-style-type: none"> <li>• Ability to work effectively under pressure.</li> <li>• Ability to work to tight deadlines.</li> <li>• Good organisational skills</li> <li>• Excellent communication skills</li> <li>• Ability to prioritise tasks.</li> <li>• Ability to work effectively independently and as part of a team.</li> </ul> |           |