



UXBRIDGE HIGH SCHOOL JOB DESCRIPTION: ICT TECHNICIAN

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| Responsible to: | ICT Network Manager, Leadership Line Manager |
| Grade: | UHS APR 11 - 16, £18,357 – £19,281 pa |
| Hours: | 36 hours per week, 52 weeks pa, 23 days annual leave pa |
| Overview of role expectations | |
| To be responsible for and assist in technical support of Information and Communications Technology (ICT) within the school, in accordance with any directions which may reasonably be given by the Principal / Leadership Team line manager/ICT Network Manager. | |
| Responsibilities and Tasks. | |
| 1. | To ensure that all networks within the school operate efficiently and effectively. To assist and liaise with external organisations as required to achieve this. |
| 2. | To acquire and maintain a basic understanding of the installation and operation of the hardware and software provided for all purposes in the school. |
| 3. | To undertake appropriate technical and professional training related to your responsibilities. |
| 4. | To be familiar with and use as necessary software packages for virus detection, Microsoft operating systems and PC hardware. |
| 5. | To be aware of and comply with the need for strict confidentiality and security of all ICT systems and personal records and to be aware of and comply with all relevant legislation. |
| 6. | To maintain integrated school systems such as cashless catering (including thumb / finger scans), on-line examinations, digital signage, BMS, CCTV, card entry and helpdesk as instructed by line manager. |
| 7. | To maintain ICT suites and classroom PCs in terms of hardware and cleanliness. To assist with the maintenance, repair and upkeep of hardware or equipment as required, ensuring all systems within the school function efficiently. |
| 8. | To arrange for the appropriate authorisation prior to the external repair of equipment and subsequent collection and return. |
| 9. | To maintain systems and software settings where appropriate or necessary and to advise on operating procedures. |
| 10. | To offer staff and student support in providing induction to staff on new systems or software and advice as required. |
| 11. | To assist in developing and maintaining an ICT equipment register to provide a detailed analysis of equipment. |
| 12. | In absence of the Network Manager, confidently to maintain and support the school's servers and networked systems. |
| 14. | To set up areas of the school for assemblies, meetings, etc. when required, with particular responsibility for the Lancaster Building. |
| 15. | To support out of hours school events with audio and video technology. |
| 16. | To complete or assist with administrative tasks relating to your general duties. |
| In addition the role includes adherence to all safeguarding and other policies and procedures in place at Uxbridge High School and regular contact with students and staff. You will work under the reasonable direction of the ICT Network Manager / Leadership Team line manager / Principal. | |
| Name of Post Holder: | Signature: |
| Date: | |