



WITH THE POWER TO ACT

Job Description - ICT Technician

Job Title:	ICT Technician
Salary:	Grade C
Contract Type:	Permanent, Full time (not term time), 36 hours per week
Reporting to:	Network Manager
Job Purpose:	To work under the instruction/guidance of senior staff, providing general support in specific curricula/resource area(s), including preparation and maintenance of resources and support to staff and pupils
Main Duties & Responsibilities	<u>Support for school website</u> • Administer the school website and relevant technologies such as the school intranet and support DHT with social media. Continuously review the content and design to keep it relevant and of a high standard • Monitor useful performance metrics for the school website and social media to identify the most and least viewed pages • Maintain knowledge and expertise in web design and development • Identify any issues that may arise with website and correct or escalate to senior staff • Collaborate with staff to create posters or designs for marketing purposes where appropriate • Provide a point of contact for staff who require material uploading to the school website or intranet, or provide advice as required <u>PAT testing</u> • Assist other non-teaching staff to perform electrical safety inspections on portable appliances to ensure they meet safety standards. Responsibilities include conducting visual checks for damage, performing electrical tests, documenting findings and labelling appliances with pass or fail results. Full training to be given (if required). <u>Support for the Teacher</u> • Create and maintain, a purposeful, orderly and productive working environment. • To prepare and maintain specialist equipment/resources as required by staff/curriculum/lesson plans and assist others in their use • Maintain records as requested • Assist the teacher with learning activities ensuring health and safety and good behaviour of pupils • Provide minimal clerical/admin support e.g. photocopying, printing, display etc. as required. <u>Support for the Curriculum</u> • Monitor and manage stock and supplies, cataloguing as required • Maintenance of specialist equipment, checking for quality and safety in accordance with instructions, undertaking repairs/modifications with own capabilities and report other damages/needs to the appropriate person • Prepare requisitions for new stock/supplies under the direction of the appropriate person as required • Demonstrate and assist others in the safe and effective use of specialist equipment/materials

	<u>Support for the School</u> • Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person • Contribute to the school ethos, aims and development/improvement plan • Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop, respecting their social, cultural, linguistic, religious and ethnic backgrounds • Work as part of a team, appreciating and supporting the role of other people in the team. • Attend and participate in meetings as required • Undertake personal development through training and other learning activities including performance management as required • Assist with the organisation, routines and upkeep of the wider learning environment • Accompany teaching staff and pupils on visits, trips and out of school activities as required <u>Support for the Department</u> • Assist the Systems Manager with commissioning new computer hardware as appropriate • Manage day to day activities regarding IT issues, for example facilitating password changes for staff or pupils • Engage with IT activities such as installing or removing software, or relocating hardware as required over school holiday period <u>Support for Pupils</u> • Provide support for pupils in accessing learning activities under the guidance of the teacher • Provide feedback to pupils in relation to progress and achievement • Establish good working relationships with pupils, acting as a role model • Encourage pupils to act independently as appropriate • Promote inclusion and acceptance of all pupils • Promote self-esteem and independence
--	--

This job description is current at the date shown but following consultation may be changed by the Headteacher to reflect or anticipate the changing demands of the post commensurate with the grade and job title.

The school staffing structure will be subject to periodic review to reflect the changing opportunities and constraints that arise.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff are responsible for the implementation of the Health & Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure appropriate improvements are made where necessary.

The school has an approved equality policy in employment and copies are freely available to all employees. The postholder will be expected to comply, observe and promote the equality policies of the school.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Postholder Signature:

Date:

Postholder Name (in capitals):

Date:

Headteacher Signature:

Date: