

## **JOB DESCRIPTION**

Job Title:	ICT Technician
Job Purpose:	To provide technical services to support the use of computers and peripherals as required by the school .
Responsible to:	IT Manager
Other functional	Technician staff including apprentices, premises staff, teachers and support staff on all Trust school sites.
Specific Tasks:	<ul style="list-style-type: none"><li>• to assist in the operation of the electronic help desk including manning the telephone when required</li><li>• to carry out testing and fault diagnosis of equipment, including first line maintenance as and when necessary</li><li>• to ensure that computers, network facilities and associated peripherals are prepared, checked and operational for classes.</li><li>• to transport, re-arrange and reconfigure equipment and load software as required</li><li>• to become familiar with and assist as necessary in implementing relevant school procedures e.g. security marking of equipment, data security and recovery, procedures for work logging, scheduling and reporting, purchasing etc.</li><li>• to ensure that school codes of practice (including health and safety) are adhered to</li><li>• to ensure that whiteboards and classroom computers are regularly checked, cleaned (including filters) and ready for use</li><li>• to participate in training and development as required</li><li>• to assist in Network Administration including creating new users and creating and updating new images</li><li>• to support the use of AV equipment including in assemblies, lessons and after school activities as required</li><li>• Report to Supervisor incidences of staff/students contravening the Acceptable Use Policy</li><li>• to fulfil any other tasks/functions that may be required by the school</li></ul>

### Child Protection

To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Education Act 2002 and working together in relation to child protection and safeguarding children and young people as this applies to the postholder's role within the school.

To also be fully aware of the principles of safeguarding as they apply to children and young people in relation to the postholder's role.

To ensure that the postholder's line manager is made aware and kept fully informed of any concerns which the postholder may have in relation to safeguarding and/or child protection.

<p><b>Graveney School</b>  <b>Person Specification – ICT Technician</b></p>
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**Reporting To** : **IT Manager**

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
QUALIFICATIONS	<ul style="list-style-type: none"> <li>• Level 2 and 3 qualifications including Maths and English GCSE or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Further accredited study</li> <li>• ICT related courses</li> </ul>
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> <li>• Good literacy and numeracy skills</li> <li>• Working knowledge of ICT to support learning</li> <li>• Good communication skills, verbal and written</li> <li>• Familiarity with Windows PC environment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with young people</li> <li>• Experience of managing resources</li> <li>• Experience of ICT hardware, use of tools such as screwdriver, electric drill to maintain ICT equipment</li> </ul>
PERSONAL QUALITIES AND CHARACTERISTICS	<ul style="list-style-type: none"> <li>• Energy, enthusiasm and physical fitness and agility</li> <li>• Able to work in confined spaces</li> <li>• mobility in order to enable prompt responses to various locations on campus</li> <li>• Ability to work under pressure, meet deadlines, and establish positive relationships with staff, students, parents and outside agencies</li> <li>• Commitment to the promotion of equal opportunity</li> <li>• Ability to make positive contributions towards school improvement</li> </ul>	
SPECIFIC TO THE POST	<ul style="list-style-type: none"> <li>• Ability to work in a team, prioritise and organise own workload in order to meet the diverse and immediate needs of the working day</li> <li>• Ability to use own initiative and work independently</li> <li>• Ability to support teachers and students in using the full range of ICT equipment</li> <li>• Ability to use Microsoft Office software and email software</li> </ul>	

	<ul style="list-style-type: none"><li>• Ability to manage own work area, ICT workstation, tools and equipment</li></ul>	
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