JOB DESCRIPTION

Job Title: ICT Technician
Grade: Band 2 Full Time

1.0 JOB PURPOSE:

1.1 To support the maintenance of the Multi Academy ICT hardware/software, VLE, website’s and MIS systems
1.2 To provide technical assistance and software assistance during lessons
   To provide training sessions for staff
1.3 To work alongside the Multi academy Strategic ICT Operation Manager to continually develop ICT infrastructure for the multi academy.
1.4 Provide ICT support to all schools’ with in the multi academy onsite or remotely

2.0 DUTIES AND RESPONSIBILITIES:

2.1 Responsible for the provision of ICT support in all areas of the multi academy and for its partner
2.2 Repair and maintenance of all Desktop PCs, Laptop, Ipads/tablets and Printers.
2.3 Assistance with network installations, configuration, server’s maintainuce and systems/Data backups.
2.4 Providing support for students and staff in the use of ICT, maintaining user accounts, emails and MIS system.
2.5 Maintenance of Health and Safety issues related to the use of ICT
2.6 The maintenance and improvement of the ICT equipment used in the multi academy
2.7 Booking faults with third party provider’s and see to completion of fault
2.8 The provision of in class support for ICT lessons or lessons using ICT in the school and in exams
2.9 To ensure that at all times ICT facilities are fully functional and secure
2.10 To contribute to the development of ICT and its use within the multi academy
2.11 To undertake the necessary training associated with the post
2.12 To train other staff
2.14 Assistance with the maintenance and development of a Multi academy wide network and its wireless infrastructure’s.
2.15 Deliver and set up of portable ICT equipment as required by staff
2.16 Installation and maintenance of Whiteboard technology and other technological equipment associated with teaching and learning
2.18 Provide support for students in out of hours classes/extra curricular time
2.19 To contribute to provide of physical security measures to protect against loss of equipment
2.20 To provide support for the in-service training of staff
2.21 To provide support for the development of the multi academy website’s/VLE through the Strategic ICT Operations Manager
2.22 To provide support for the wider community of the school including feeder primaries and adult partner groups as directed
2.23 To undertake any other reasonable duties as requested by the Principal or their delegate.
2.24 To ensure that all ICT systems within the multi academy are installed and operated safely and to remove from use any such equipment that is deemed to be unsafe to use
2.25 To work proactively to ensure that equipment is protected from damage or misuse and to be vigilant in spotting unsafe or dangerous equipment and to take appropriate action

A.F. = Application Form;  I = Interview;  T = Test or Exercise;  P = Presentation

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<tr>
<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>Desirable</th>
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<tr>
<td>EXPERIENCE</td>
<td>Experience with repairing and the installing of Hardware and Software. Networking, switches and wireless technologies, Windows 7 &amp; 10, Microsoft Office suits</td>
<td>A good knowledge of active directory, Apple PCs, WDS, WUS and any coding. Using of Photoshop, Flash or web based tools</td>
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<td>SKILLS AND ABILITIES</td>
<td>Good Written and communication skills Good inter-personal skills Confident in the use of ICT Willingness to learn new skills</td>
<td>Experience of working in an education environment</td>
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<td>TRAINING</td>
<td>Relevant to the IT Industry</td>
<td>Relevant to IT in an Education environment</td>
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<td>EDUCATION/QUALIFICATIONS</td>
<td>GCSE in IT or equivalent</td>
<td>A level or NVQ in ICT or Computing</td>
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<td>NB Full regard must be paid to overseas qualifications</td>
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<td>OTHER</td>
<td>The ability to work to deadlines. Keep accurate and detailed records/Data</td>
<td>Any Microsoft accredited certification Good understanding/using MIS systems an VLE’s</td>
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<td>CONTRA INDICATION</td>
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