JOB DESCRIPTION

NAME **GRADE: GR2**

JOB DESCRIPTION: ICT TECHNICIAN **HOURS: 36.5 (Banked Hours)**

JOB PURPOSE

- To provide a maintenance, installation and support services to the cooperative trust schools.
- To provide technical and software assistance during lessons.
- To provide training sessions for staff and pupils.
- To work alongside ICT Manager to continually develop ICT infrastructure in the cooperative trust schools
- To train staff in the basic use of software programmes as necessary
- To work as part of a team across a group of schools.

DUTIES & RESPONSIBILITIES

- Responsible for the provision of ICT support in all areas of the schools.
- Repair and maintenance of all Desktop and Laptop PC's including the installation of necessary software applications.
- Installation and configuration of new equipment as required
- Assistance with network installations, maintenance and configuration.
- Providing support for pupils and staff in the use of ICT.
- Maintenance of Health and Safety issues related to the use of ICT.
- The maintenance and improvement of the ICT equipment used in our schools.
- The monitoring of legal implications relating to the use of ICT within our schools.
- The provision of in class support for ICT lessons or lessons using ICT in our schools.
- To ensure that at all times ICT facilities are fully functional and secure.
- To contribute to the development of ICT and its use within school.
- To undertake the necessary training associated with the post.
- To provide basic training to staff members.
- Deliver and set up of portable ICT equipment as required by staff.
- Installation and maintenance of Whiteboard technology and other technological equipment associated with teaching and learning.
- Provide support to class teachers during lessons including working with pupils and the delivery of some technical parts of lessons.
- Provide support for pupils in out of hours classes/extra curricular clubs (within normal working hours)
- To contribute to provide physical security measures to protect against loss of equipment.
- To provide support for the in-service training of staff.
- To update and provide support for the development of the school website through liaison with all areas of the schools and the ICT Manager.
- To provide support for the wider community of the schools as directed
- To undertake any other reasonable duties as requested by the Headteachers or their delegates

- To ensure that all ICT systems within the schools are installed and operated safely removing from use any such equipment that is deemed to be unsafe to use.
- 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.
- To maintain confidentiality and security of information at all times and be aware of the requirements of data protection.
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To ensure all tasks are carried out with due regard to Health and Safety.
- To undertake appropriate training/professional development in order to maintain an awareness of current practices.
- Adhering to the principle of performance management.
- To adhere to the ethos of the school.
- To promote the agreed vision and aims of the school.
- To set an example of personal integrity and professionalism.
- Attendance at appropriate staff meetings.
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school.
- Observation of the City Council's equal opportunities policy will be required.

LIAISON

- To work in consultation with the Head Teachers/ICT Manager to ensure the meeting of specific defined objectives across the cooperative trust.

SUPERVISION RECEIVED

- Responsible to the ICT Manager and a Headteacher in the Cooperative Trust
- Level of supervision
    - Plan own day to day work to meet defined objectives.
    - Regular meetings with the ICT Manager
    - Annual review with the ICT Manager

REVIEW AND AMENDMENT

This job description will be reviewed annually. It may be amended at the request of the Headteachers or ICT Manager or the post holder, after full consultation. It will be signed if agreement is reached.

COMPLAINTS

If, following review and amendment, agreement is not reached; the appropriate procedures should be used for the settling of any disputes.

JOB DESCRIPTION ISSUED BY: …….

COPY RECEIVED BY: ……

DATE: ……