

The Chantry School

Job Description

ICT Technician

Responsible to: Network Manager
Hours: 37 hours per week, full year
Salary Range: NJC point 3 - 17 (£18,065 - £23,836) depending on experience

Statement of Purpose

To assist in the provision of the ICT systems and support within the school and support the development of ICT facilities across the school. To support the Network Manager with the schools ICT infrastructure and network. Provide advice and support on the implementation of system developments and advise staff and pupils on IT issues and developments.

Support for Pupils and Staff

- Cover the school IT Helpdesk and deal with issues that are raised by staff.
- To support teaching staff in the general running of classroom ICT ensuring lessons are effective when ICT is used.
- Provide pupil user support in conjunction with teaching staff.
- Provide training, support and guidance to all staff on the schools ICT systems and any updates and amendments.

Manage the ICT Facilities and Solutions in School

- Support the installation of new equipment including as part of any new builds or accommodation changes.
- Support the Network Manager with:
 - Updating staff and pupils passwords on request
 - Installing users / software
 - Deleting old users / files
 - Checking for unauthorised use (audit)
 - Building network stations
 - Technical support functions including fault diagnosis and resolution
 - Security measures and back-up schedule
- Support monitoring of the performance of the school network.
- Support maintaining e-mail accounts for staff and pupils.
- Support the technical aspect of all the schools management systems
- Support the technical aspect of the schools CCTV system
- Update and maintain school website and school portal.
- Support with software installations and hardware maintenance / upgrades
- Ensure ICT equipment is maintained and in good working order
- Retrieve data and produce reports as required
- Assist with the licensing of software
- To keep up to date with all relevant ICT legislation and technological developments.
- Liaise with external suppliers / service providers for support as required.

Administrative

- Obtain quotations and raise orders for ICT equipment.
- Ensure an appropriate ICT inventory is in place.
- Ensure stocks of ICT consumables are available.
- Support the booking system for ICT rooms and equipment.

- Support data protection arrangements in school.
- Support the development of ICT policy in school.
- Provide regular E.safety reports to the Safeguarding lead.

Other

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of, support and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise
- Other duties as directed by the Headteacher within the scope of the post

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development policy.