

| **Job Description: ICT Technician**  |
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| **Post holder** | **Vacant post** |
| **Hours/Salary** | Full-time/Whole time - permanent postSCP 3 - SCP 5 (£22,737 - £23,500) |
| **Responsible to** | **ICT Manager** |
| **Key purposes of job** | * To offer first line ICT support across both school sites.
* To offer classroom support for ICT lessons*.*
* Support senior ICT staff in other roles to maintain full functionality across all of the systems and services.
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| **Responsibilities specific to post** | Tasks will include but are not limited to:-* ICT Administration – resetting passwords, creating new accounts etc.
* Software installation – allocate network software in accordance with licensing and copyright policies.
* Install Network PC’s
* Assist with maintenance of the network infrastructure.
* Supporting the use and maintenance of mobile devices.
* Assist in maintaining the Anti-Virus software database.
* Printer Maintenance – replenishing consumables, removing paper jams, managing print queues etc.
* AV Support – Setting up ICT / AV equipment for assemblies, after school events, lunch time events etc.
* Projector / Touchscreen Maintenance – replace bulbs; check cabling, clean air filters etc.
* Offer lesson by lesson support to ICT classrooms.
* Support the use of the door access system – adding / removing staff access rights.
* Exam / Testing Support – Provide support for online testing, setting up test accounts, uploading pupil data etc.
* Assist with the maintenance of the Cashless Catering system.
* To assist in the training of ICT apprentices.
* Liaise with the Senior ICT staff to report problems and issues which fall outside of their standard duties.
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| **Additional:** | To undertake other reasonable duties as requested. |