

| **Job Description: ICT Technician** | |
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| **Post holder** | **Vacant post** |
| **Hours/Salary** | Full-time/Whole time - permanent post  SCP 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. |
| **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. |
| **Additional:** | To undertake other reasonable duties as requested. |