

Giffards Primary School

Queen Elizabeth Drive Corringham Essex SS17 7TG

Headteacher
Telephone
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‘Valuing Everyone As Learners’

Job Description – ICT Technician

Job Title	ICT Technician
Grade	Giffards Pay Scale 3
Reports to	The Headteacher, School Business Manager & ICT Co-ordinator
Liaison with	Staff in the school and other technicians
Job Purpose	To provide ICT support to all staff and to manage/operate the Curriculum Computer Suite
Duties	<ul style="list-style-type: none">• Support the use of ICT in the classroom as well as the remote learning offer of the school and develop pupils’ competence and independence in all• Giving advice, guidance and demonstrations to other users in all aspects of ICT (both pupils and staff)• Support the learning of children by teaching ICT in some situations• Installation, upgrading and maintenance of all hardware and software• Maintenance of other related equipment and resources• Resolving technical problems encountered by users• Management of network systems• Keeping comprehensive records of all equipment and resources, liaising with SBM around ordering new as required• Ensuring adequate stocks of peripheral IT equipment• Keeping up to date with new technology and advising others as appropriate• Undertaking/Monitoring of back up systems• To attend relevant training• Providing support to teachers and other staff by installing and operating required agreed ICT packages/systems• Assist in the strategic planning for the whole range of ICT resources, including the remote learning offer of the school• To share the designing and development of ICT systems to support the work of the school ie developing ICT based data recording systems, developing the remote learning offer of the school• Contribute to policy development e.g. use of Internet policy, data protection policies, ICT strategic plan etc

General	<ul style="list-style-type: none"> • To undertake any training commensurate with the post • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment • The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade
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PERSON SPECIFICATION ICT TECHNICIAN

	Detail	Essential <i>Desirable</i>
Qualifications & Experience	Specific qualifications & experience	<i>Successful experience working in an ICT learning environment in a school setting</i> <i>NVQ Level 3 or equivalent in specialist area</i>
	Knowledge of relevant policies and procedures	<i>Good knowledge of school procedures</i> <i>Working knowledge of relevant school ICT systems</i>
	Literacy	Ability to read and write complex and technical reports
	Numeracy	Good numeracy skills
	Technology	<i>Excellent working knowledge of equipment and ICT packages relevant to primary education</i>
Communication	Written	Ability to write detailed reports
	Verbal	Ability to use clear language to communicate complex information unambiguously Ability to listen effectively
	Languages	Overcome communication barriers with children and adults <i>Knowledge of specialist terminology etc.</i>
	Negotiating	Ability to negotiate effectively with adults and children
Working with children	Behaviour Management	Ability to demonstrate effective implementation of the school's behaviour management policy
	SEN	Detailed understanding and awareness to support the differences in children and adults in relation to the role
	Curriculum	Detailed understanding of the school curriculum in support of the role and advise and support others relevant to specific area
	Child Development	Detailed understanding of how the role contributes to child development and be pro-active in putting forward ideas for improvements
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
Working with others	Working with partners	Ability to make a proactive contribution to the work of the team supporting children

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	Relationships	Ability to establish rapport and respectful and trusting relationships with children and other adults
	Team work	Ability to work effectively with a range of adults Ability to make a distinctive contribution to the work of the work a team
	Information	Ability to provide timely and accurate information
Responsibilities	Organisational skills	Excellent organisational skills Ability to remain calm under pressure
	Line Management	N/A
	Time Management	Ability to plan and manage own time effectively
	Creativity	Demonstrate a highly creative approach to supporting children and staff and an ability to resolve complex problems independently
General	Equalities	Awareness of and promotion of equality
	Health & Safety	Excellent understanding of Health & Safety legislation and procedures relating to specialist area Ability to advise others on this as necessary
	Child Protection	Understand and support child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality and GDPR
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance

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