

Job Description

Job Title	ICT Technician
Grade	Band 2
Reports to	Assistant Network Manager/ Business Manager
Job Purpose	To support the Assistant Network manager in managing the IT network and ICT equipment in the school
Duties	<ul style="list-style-type: none">• To help ensure all that all job requests made by staff are actioned.• To help create and manage all network user accounts, ensuring correct access rights• To manage associated Learning Platform accounts for all users• To create and manage associated email accounts for all users• To perform an annual audit of all network, Learning Platform and email accounts to ensure that accounts match current student and staff lists• To archive files of inactive users for a period of 12 months and ensure their subsequent erasure• To regularly check the hardware and software status of all curriculum and administrative servers and to report any areas of concern immediately to the Business Manager.• To carry out regular routine checks on all ICT facilities in the school, including classrooms and administrative areas• To help identify hardware and software problems and work with the Assistant Network Manager to manage their solution, ensuring all jobs are logged via the Support Database• To repair equipment as necessary• To ensure that the server room, technician's work area and all storage areas are kept tidy and free of clutter• To help download and install all relevant patches and ensure that the update processes take place without interrupting class activity• To assist in maintaining an up to date electronic inventory of all hardware and software associated with the school network• To assist in carrying out a weekly audit of student and staff internet usage and report on any significant trends in use• To aid in reporting any breaches of the Acceptable Use Policy to the Assistant Head (ICT)• To help advise teaching staff on the likely compatibility of curriculum software• To help install curriculum software onto the network as requested by teaching staff, using appropriate techniques to ensure software can be easily allocated to workstations

	<ul style="list-style-type: none"> • To maintain a record in the inventory of all software installations carried out • To ensure that there are sufficient replacement consumables available for all printers on site at all times • To ensure PaperCut reflects the correct staff and their budget areas
General	<ul style="list-style-type: none"> • 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

PERSON SPECIFICATION NETWORK MANAGER (SECONDARY)

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience in all aspects of ICT technical support Experience of supervision of staff NVQ level 3 in ICT Completion of DCSF induction programme
	Knowledge of relevant policies and procedures	Good knowledge of school policies and procedures
	Literacy	Ability to read and write reports, letters etc
	Numeracy	NVQ level 3 in numeracy
	Technology	Excellent working knowledge of ICT and it's application to end users
Communication	Written	Ability to write detailed reports Letters etc
	Verbal	Ability to use clear language to communicate information clearly
	Languages	Use own initiative to overcome communication barriers with children and adults
	Negotiating	Ability to consult effectively
Working with children	Behaviour Management	Understanding and implementation of school behaviour management policy
	SEN	Understand and support the differences in children and adults in relation to ICT
	Curriculum/School organisation	Good understanding of the school curriculum and the importance of ICT
	Child Development	Understanding of how ICT contributes to child development
	Health & Well being	Understand and promote the value of emotional and physical wellbeing in adults and children Take responsibility for own wellbeing
Working with others	Working with partners	Able to establish effective relationships
	Relationships	Ability to establish rapport and respectful and trusting relationships Ability to build open and honest relationships
	Team work	Work effectively as part of a team Ability to work independently
	Information	Ability to provide share and provide timely information
Responsibilities	Organisational skills	Ability to be proactive and initiate action

	Line Management	Ability to manage and support the work of others
	Time Management	Ability to plan and manage own time
	Creativity	Ability to resolve problems independently
General	Equalities	Demonstrate commitment to treating all people fairly
	Health & Safety	Good understanding of health and safety legislation
	Child Protection	Understand and comply with children protection procedures
	Confidentiality/Data Protection	Understand and comply with procedures and legislation relating to confidentiality
	CPD	Commitment to CPD