

# **Small Heath School and Sixth Form Centre (A Technology College)**

## **Job Description – ICT Technician**

**Responsible to:** ICT Systems Manager

### **Job Purpose:**

- 1.1 To provide maintenance, installation and support services on the school's network
- 1.2 To provide technical assistance and software assistance during lessons
- 1.3 To provide training sessions for staff and students
- 1.4 To work alongside the Network Manager to continually develop ICT infrastructure in the school

### **Duties:**

- 2.1 To ensure back-ups, updates and Anti-virus updates are implemented on a regular basis
- 2.2 Maintenance of ICT hardware / software on scheduled intervals
- 2.3 Assistance with network installations and configuration
- 2.4 Installation of software on stand-alone / network PCs as and when required
- 2.5 Familiarisation of all software within the school
- 2.6 Assisting both staff and pupils with ICT problems or queries
- 2.7 Provide support for students and staff in the use of ICT
- 2.8 The monitoring of legal implications relating to the use of ICT within the school
- 2.9 The provision of in class support for ICT lessons or lessons using ICT in the school
- 2.10 To ensure that at all times ICT facilities are fully functional and secure
- 2.11 To contribute to the development of ICT and its use within the school
- 2.12 To provide training / support for the in-service training of staff
- 2.13 To ensure that all ICT systems within the school are installed and operated safely and to remove from use any such equipment that is deemed to be unsafe to use
- 2.14 To work proactively to ensure that equipment is protected from damage or misuse and to be vigilant in spotting unsafe or dangerous equipment and to take appropriate action
- 2.15 To assist the ICT Systems Manager as and when required in all general duties associated with ICT Technical services
- 2.16 To assist in 'project' work as directed by the ICT Systems Manager
- 2.17 Ensuring Network security is maintained at all times

### **Conditions of Service**

The post is full time, 36.5 hours per week with four weeks holiday to be taken during school holidays. This time will be negotiated to suit both parties. You will be part of a demanding school environment and must have a flexible approach to work.

The ICT Technician will be supported by the school in gaining job specific ICT qualifications.