

Job description

Job title	ICT Technician	Grade	LBR 5
School	Ilford County High School		
Reports to	Network Manager		
Salary	LBR 5 12-15 £32,535- £33,987		
Hours	36 Hours 52 Weeks per year (2 weeks fixed working during results week) Hours 8.00am to 3.45pm Monday to Thursday, 8.00am to 3.30pm Friday (this includes a 30-minute unpaid lunch break)		
Responsible for	NA		
Purpose of job			
<p>Under the guidance of senior staff: Provide specialist support in a specific curricula/resource area, including preparation, and maintenance of resources and support to staff and pupils. Provide specialist ICT support, including preparation, and maintenance of ICT resources and support to staff and pupils. Under the guidance of senior staff ensure that the school/centre establishes and maintains high quality learning facilities.</p>			
Main duties and responsibilities			
<p>Use specialist skills/training/experience to support pupils.</p> <p>Provide feedback to pupils in relation to progress and achievement.</p> <p>Create and maintain a purposeful, orderly and productive working environment.</p> <p>Ensure timely and accurate design, preparation and use of specialist equipment/resources/materials.</p> <p>Assist in the development of lesson/work plans, administration of coursework, work sheets etc.</p> <p>Contribute to planning, development and organisation of systems/procedures/policies.</p> <p>Be responsible for maintaining records, information and data, producing analysis and reports as required.</p> <p>Promote and ensure the health and safety and good behaviour of pupils at all times.</p> <p>Maintenance of specialist equipment, checking for quality/safety, undertaking specialist repairs/modifications within own capabilities and arranging for other repairs/modifications to be</p>			

carried out by others.

Demonstrate and assist in the safe and effective use of specialist equipment/materials.

Provide specialist advice and guidance as required.

Implement agreed work programmes/practical lessons under the guidance of the teacher.

Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.

Implement planned supervision of pupils out of lesson times e.g. clubs/extra-curricular activities.

Under the guidance of senior managers, develop the security and long-term planning of the network.

Work with senior staff to produce short, medium and long term development plans.

Investigate new technologies and work within an agreed budget to purchase, install and ensure all staff are conversant and confident in the use of new equipment.

Develop and maintain ICT infrastructure that supports staff and students using specialist and general ICT facilities.

Trouble-shoot and repair when possible ICT and audio visual equipment problems.

Install hardware and remove software on workstations. Ensure maintenance of all hardware, software, and equipment.

Co-ordinate a plan for security updates of workstations, inform staff of critical updates, and manage licences of software for workstations and servers.

Keep an inventory of all equipment, ensure that all equipment is security tagged/marked after purchase.

Maintain printers in terms of refilling printer toner and ink cartridges, head cleaning and alignment.

Pre-load software prior to lessons.

Ensure the efficient running of the ICT suite for use.

Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties from time to time.

General

Attend and participate in relevant meetings, training and other learning activities and performance development as required.



Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of and a commitment to equal opportunities and diversity and to the standards of customer care.

Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.

Duties and responsibilities of the post may change over time as requirements and circumstances change.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other duties as may be required by the Line Manager that are broadly within the grading level of the post and the competence of the post holder.

Person specification

Job Title	ICT Technician	Grade	LBR 5
School	Ilford County High School		
Education and Qualifications:			
<ul style="list-style-type: none"> • NVQ 3 or equivalent qualification or experience in relevant discipline i.e. ICT networking equipment and software across an organisation. • Specific training in specialist area. 			

Experience/Knowledge/Skills:

- Experience in specific area in a learning environment.
- Knowledge of SIMS (School Information Management System) or other Management Information System Recent experience of managing exams in an educational context
- Knowledge of GDPR
- High standard of written and verbal communication skills and to be able to relate well to school staff, students of all abilities, parents and carers and external agencies
- Highly developed organisational skills
- Sound time management skills, including ability to determine priorities and deal with conflicting deadlines
- Ability to work under pressure in the School environment
- Ability to maintain effective and accurate records
- Ability to work independently and take initiative when appropriate
- Ability to pay close attention to detail
- An understanding of the necessity for maintaining strict confidentiality
- Excellent interpersonal and communication skills (both oral and written)
- Flexibility and ability to work as part of, and contribute to, the school's administrative team
- Resourcefulness, enthusiasm, patience and a sense of humour
- Understanding of professional boundaries/child protection procedures
- Have an awareness of health and safety issues within the school environment
- Understanding of relevant polices/codes of practice and awareness of relevant legislation.
- Commitment to and understanding of Equal Opportunities.
- Ability to relate well to pupils and adults.
- Able to work constructively as part of a team, and responsibilities and your own position within these.
- Knowledge of relevant policies/codes of practice & awareness of relevant legislation
- Work constructively as part of a team, understanding school roles & responsibilities and your own position within these
- Ability to identify own training & development needs & cooperate with means to address these
- Ability to reflect
- Emotional resilience in working in a range of challenging situations
- Have a willingness to demonstrate commitment to the values and behaviours

Other job requirements:

- Enhanced CRB check required.