



## THE ROWAN LEARNING TRUST

### JOB DESCRIPTION

#### **1. INTRODUCTION**

**1.1 NAME OF POSTHOLDER:**

**1.2 JOB TITLE:** ICT Technician (Kirkby High School)

**1.3 JOB PURPOSE:** Under the reasonable direction of the ICT Strategic Manager and the Assistant Network Manager, carry out the professional duties in line with the job profile and in particular to:

Provide general support to staff and pupils, including preparation, and routine maintenance of resources/equipment.

Support the aims and objectives of the school

Support local schools as per agreed SLAs

**1.4 Line Management:** Information Systems Manager / Assistant Network Manager

**1.5 Liaising With:** Headteacher, senior leadership team, teachers and support staff, LA representatives, external agencies, Primary Schools and parents.

**1.6 Salary Scale:** Grade 5 Points 18 -23 £18,870 - £21,693

**1.7 Working Time:** 37 hours per week – Full Year

**1.8 DBS Disclosure Level:** Enhanced

**Dated:**

September 2018

# **ICT Technician**

## **Main duties and responsibilities**

### **SUPPORT FOR THE CURRICULUM**

- Perform routine fault repairs of software and hardware
- Perform network fault-finding and diagnosis as required
- Install new software and peripherals as required
- Install and maintain software and hardware as required
- Manage and maintain adequate stock levels of consumables
- Help teaching and support staff with advice regarding software and hardware as required
- Timely and accurate preparation and use of specialist equipment / resources / materials as required by staff / curriculum etc.
- Maintain accurate records as requested
- Liaise with third-party support providers as appropriate
- Provide support to local schools to meet agreed Service Level Agreements
- Investigate and research new technologies, hardware and software and assist in implementation
- Provide support for the school VLE and assist teaching staff in its use
- Deliver training to teaching and support staff in the use of school systems

### **SUPPORT FOR THE SCHOOL**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, 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
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities as required
- Assist with the supervision of pupils out of lesson times, for example extra-curricular activities, as required

The successful candidate must hold a full UK driving license and be able to provide own transport to other sites on a regular basis (expenses will be reimbursed). This role will involve working with a number of other educational establishments with whom we have ICT support contracts.

**SIGNATURES**

The school will make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

Signed \_\_\_\_\_

(Support Staff)

Signed \_\_\_\_\_

(Headteacher)

Dated \_\_\_\_\_

(Support Staff)

Dated \_\_\_\_\_

(Headteacher)

## Person Specification - ICT Technician

CRITERIA	DESIRABLE	ESSENTIAL	METHOD OF ASSESSMENT
Qualifications (Proof required at interview)	Degree-level qualification in an IT-related subject	Level 3 or higher qualification in an IT-related subject  GCSE grade C or above (or equivalent) in English and Maths  Full UK driving license	Application & interview
Experience	Experience of working in a school environment.  Experience of working with data, and performing data analysis / presentation using spreadsheets and databases.  Experience of working with Apple technologies (iPods, iPads, iMacs etc.)	Experience of working in an IT Support Environment.  Experience of server management.	Application & interview
Job Related Knowledge	Knowledge of web-based data technologies (ASP.net, PHP etc.)  Knowledge of SIMS Assessment Manager	Knowledge of basic PC Hardware/Software & Network Systems/Printers  Knowledge of Active Directory, Server 2008, Windows 7 etc.  Knowledge of imaging and software deployment techniques (SCCM, Ghost etc.)	Application & interview
Skills and Aptitudes	See essential	Must enjoy seeing jobs through to completion  Must be able to work on own initiative, and to specific deadlines  Excellent communication skills  Positive attitude  Patience and determination  Be able to work with and around staff and students in a school setting  Flexibility	Application & interview
Other Requirements		An empathy with children  Approachability  The ability to organise workload.  The ability to work without direct supervision.  The ability to work as a member of a team  The ability to maintain confidentiality	Application & Interview Interview & References