



ST IVO SCHOOL

ICT Technician - Job Description

37 hours a week, term time plus ten days during school holidays/Professional Days (by negotiation)

Salary: Scale 4 Point 18 (£17,161 pro-rata)

Reports to: ICT Technical Resource Manager

Responsibilities:

- To contribute to the smooth operation of the school's curriculum ICT network and other ICT equipment, as directed by the ICT Technical Resource Manager. This includes commissioning new equipment and repairing and maintaining existing equipment such as but not exclusively: desktop PCs, laptops, printers, monitors, projectors, servers, switches, interactive whiteboards and other AV equipment.
- To ensure the security of the network, by means such as ensuring that anti-virus software remains up to date and operating system updates are installed as needed, and to ensure that access by students is monitored as directed to maintain child protection and school policies as far as possible.
- To setup and maintain network accounts for users (students and staff).
- To install and configure software as required by staff, where this is new software checking that this is appropriately licensed and consulting with the ICT Technical Resource Manager as necessary.
- To contribute to daily and weekly scheduled technical tasks, such as backing up data, powering down equipment at the end of each day, checking for issues with equipment etc.
- To troubleshoot ICT issues, interacting with students, staff and external agencies as necessary to do so.
- To uphold all school and LA policies, especially those regarding ICT access, health and safety and child protection, under the guidance and supervision of the ICT Technical Resource Manager
- Dependent on experience, to update and troubleshoot web areas (including websites that use .Net, PHP and Javascript) and complete other server/client-side tasks.
- To carry out other tasks as reasonably directed by the ICT Technical Resource Manager or senior staff.