**Ropery Walk Primary School**

**Job Description ICT Technician (Grade 3)**

**Line Manager:** ICT Coordinator, Head Teacher

**Performance Management:** Head Teacher or Deputy Head Teacher

**Core Purpose**

To provide an efficient and effective ICT Technical Support Service to the school, staff and students.

**Responsibilities**

Infrastructure

• The maintenance and deployment of all ICT equipment throughout the school

• Liaise with appropriate outside agencies where appropriate.

• Assist the ICT Coordinator in the appropriate deployment of hardware around the

school.

• Manage staff and pupil accounts, allocation of software, user space and printer credits.

• To provide prioritised technical support and advice as required across the school

• Carry out regular housekeeping to ensure the server storage is used effectively.

• To support the use of IT for administration purposes.

Health & Safety and Security

• To be aware of all matters relating to Health and Safety and to implement safe working practices.

• To administer and monitor basic Health & Safety procedures

• Audit checks including warranties and licences.

• Undertake monitoring of departmental stock and equipment as directed by the ICT

Coordinator, to maintain an inventory of equipment and take responsibility for ordering

of stock as appropriate in line with the School purchasing procedures.

• Work with the ICT Coordinator to develop ideas and processes to ensure the security

and integrity of the ICT systems are maintained.

• Advise on the security of equipment.

• Implement the School’s network and Internet security policies.

• Ensure that copyright and data protection laws are upheld.

Curriculum

• To work directly with the ICT Coordinator to best support the use of ICT in school and complete work on various projects.

• Work alongside the ICT Coordinator in the implementation of the whole school ICT

Policy.

• Provide support for teachers and pupils in the use of ICT across the curriculum.

Working with them in class and providing technical advice to staff.

• To provide prioritised technical support and advice as required across the school.

• Ensure and monitor that an effective system is in place for staff to report faults, that faults and problems are quickly rectified so that staff and pupils (where appropriate) are able to access the system in school.

• Provide in house training to other staff as appropriate.

• To maintain the School website and Blog in collaboration with Senior Management and the ICT Coordinator.

To run lunchtime and after school computer clubs.

General

• To undertake available training opportunities and demonstrate a commitment to continuous development. To keep abreast of new developments in hardware and software.

• To be responsible for providing bespoke IT solutions for the school.

• To demonstrate a willingness to work flexibly, sometimes outside of normal core hours, in response to service demands as agreed with the School Leadership Team

• To perform such other tasks as may reasonably be required by the ICT Coordinator or by the School Leadership Team.