

# KEPIER JOB DESCRIPTION



**Job Title:** Senior ICT & E-Learning Technician

**Salary Scale:** NJC **Point Range:** 21-23

**Permanent Contract** **Starting on TBC**

**Contractual hours:** 37 **Weeks per year:** 52

**Hours to be worked:** 8.30 am – 4.30pm Monday to Thursday  
8.30 am – 4.00pm Friday  
(The above hours are the core working hours – some flexibility and additional working may be required to carry out the duties of this role)

**Responsible to:** ICT & E-Learning Manager

**Responsible for:** Junior staff as allocated

**Job Purpose:** To support the ICT & E-Learning Manager, in delivering and maintaining ICT/E-Learning facilities within the school. Work with teachers, admin staff and pupils in using ICT/E-Learning facilities within the school.

**Main Duties:** The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

## **Principal Duties:**

1. Support the ICT & E-Learning Manager and where necessary deputise.
2. Ensuring availability of all ICT& E-Learning facilities (via monitoring where appropriate) throughout the school. (Including a backup strategy for the servers).
4. Administration of Active directory to include Group Policies, User Management, DHCP and DNS.
5. Managing work load of ICT technicians via electronic helpdesk system.
6. Offering appropriate support to staff and pupils during lessons and similar activities.
7. Maintain asset register for all ICT equipment
8. Hardware and Software maintenance of all ICT equipment in the school.

9. To maintain knowledge and understanding of emerging technology trends and developments in those specialisms relating to specific areas of responsibility.
10. Any other reasonable duties as requested by the Line Manager, Headteacher or member of the Senior Leadership Team that is not specified in this job description.

**Responsible to: ICT & E-Learning Manager**

- Whilst every effort has been made to explain the main duties of the post, each individual task undertaken by the post holder may not be identified.
- The job description is current at the date of issue, but following consultation, may be changed by Management to reflect changes in the job which are commensurate with the salary and job title.

The post holder must comply with Health & Safety rules and regulations and with Health & Safety Legislation.

The post holder must carry out his or her duties with full regard to the School's Equal Opportunities Policy.

Houghton Kepier Sports College operates a **no smoking policy** in its building and grounds.

**Signed**.....

**Date**.....