

ST JOSEPH'S CATHOLIC ACADEMY

JOB DESCRIPTION

POST TITLE: IT Technician

GRADE: Band 5

RESPONSIBLE TO: Finance & Business Manager/Assistant Headteacher

Overall Objectives of the Post:

As a key member of the ICT team in school you will make a significant contribution towards ensuring the ICT infrastructure within the school is efficient, effective and supports teaching and learning.

Key Tasks of the Post:

You will work towards the overall objectives of the post. You will:

- Support the Senior Leadership Team (SLT) with advice, support and information to help develop a strategic approach to the development of ICT provision in school.
- Support with the maintenance and development of software and hardware, networks and broadband connections, rectifying where appropriate.
- Troubleshoot across the network including but not limited to imaging of PC's and iMacs, security patches and updates, repair/replacement of faulty components in computers, laptops, projectors, printers and other school ICT equipment, broken laptop screens etc.
- Install new software as appropriate.
- Support in the implementation and development of web based teaching and learning technologies.
- Correct faults as they occur on the network.
- Support the SLT in the implementation of any new initiatives as appropriate.
- Man the school helpdesk on any computer/ICT related enquiries, escalate any queries where necessary.
- Carry out routine ICT procedures such as ensuring daily back ups are carried out and checks of equipment
- Support and maintain appropriate e-safety policy and practice.
- Seek appropriate support assistance from Helpdesks, external providers and websites as required.
- Assist the school in the replacement and record keeping of key consumables required.
- Provide training and support to staff, where required and appropriate. This may include in class support and working directly with pupils, including supporting students at lunchtime.
- Be responsible for maintaining efficient records of hardware via the school inventory and efficient management and recording of software licensing agreements.

- Support the school's cashless catering system, income management system (Parentpay) and data management system.
- Support and maintain the school's phone system.
- Carry out PAT testing of equipment.
- Review and develop your own personal practice, including taking part in performance review annually.
- Upload items to the website and support the development where necessary.

The School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to obtain a Enhanced Certificate of Disclosure.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: BTG

Date: November 2017