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| **POST TITLE:** | ICT Technician |
| **GRADE:** | **Grade 5** |
| **LOCATION:** | The Meadows School |
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**RELEVANT TO THIS POST:**

**Fixed Contract - Term time only + 10 days**

**DBS: This post is subject to Enhanced Disclosure**

We are an established school with involved and supportive governors and we have a brand new building, which has almost doubled the footprint of the original school and offers fabulous facilities for sports which are improving the opportunities for the pupils and enhance the life of the school.

Our staff make the emotional security and education of our young people their first concern, and are accountable for achieving the highest possible standards in academic, social, and emotional development. Your position will be to develop skills and provide an effective and efficient administrative ICT support to the staff team and assistant in delivering practical learning activities for pupils.

A positive approach to all activities, the ability to work as part of a team, and a willingness to participate fully in our busy School is essential. The school is committed to safeguarding and promoting the welfare of children and young people and this post is subject to an enhanced DBS disclosure.

The Application form is available upon request. If you require a paper copy please email your address to

s.took200@themeadowsschool.info

In line with the County Council’s Recruitment and Selection policy, please note we are unable to accept CVs. Any information provided on CVs will not be considered for short-listing purposes.

Contact for application packs and further information:

Sarah Took - 07384 247422

[s.took200@themeadowsschool.info](mailto:s.took200@themeadowsschool.info)

**DESCRIPTION OF ROLE:**

Provide effective and efficient administrative ICT support to help the school operate effectively and efficiently

Lead for Health and Safety.

**DUTIES AND RESPONSIBILITIES *SPECIFIC* TO THIS POST:**

Listed below are the responsibilities this role will be primarily responsible for:

**ICT**

* To manage the maintenance and monitoring of the school’s computer systems, PC’s, mobile devices, network hardware and software including filtering systems
* Maintain workstations with computers and necessary peripheral devices (routers, printers etc.)
* Check computer hardware (HDD, mouses, keyboards etc.) to ensure functionality
* Install and configure appropriate software and functions according to specifications
* Ensure security and privacy of networks and computer systems
* Provide orientation and guidance to users on how to operate new software and computer equipment where appropriate
* Organise and schedule upgrades and maintenance
* Perform troubleshooting to diagnose and resolve problems (repair or replace parts, debugging etc.)
* Identify computer or network equipment shortages and place orders
* To assist in the specification of new equipment and supplies
* To provide general computing advice to staff and students
* Undertake day to day maintenance/repair of equipment as needed and as directed to ensure it is clean and in good working order
* To ensure smooth functioning of MFD – toner, paper, reporting faults
* Safely and securely store allocated equipment and materials to prevent unauthorised access/misuse
* Ensuring safe treatment and disposal of used materials, including hazardous substances, and respond to actual or potential hazards
* To work with the leadership team in developing and monitoring systems to record and track pupil performance across the curriculum and in individual subject areas
* Prepare specific resources/materials/equipment for lessons as directed
* Maintain sufficient supplies of materials to enable delivery of lessons
* Perform duties in line with health and safety regulations and take action where hazards are identified, including reporting any serious hazards to the line manager
* Undertake basic record keeping as directed
* Assisting in delivering practical learning activities for pupils
* Providing clerical and administrative support as directed
* Ordering supplies as directed
* To support the smooth running of the school by ensuring all signs (e.g. by 4), timetables, duty rotas, On Track principles are evident around the school and classrooms
* All staff have a responsibility for promoting and safeguarding the welfare of children and young persons she/he is responsible for or comes into contact with
* To attend any training courses relevant to the post

**Health and Safety**

* To undertake training in support of the responsibilities and duties that relate to being the lead in Health and Safety
* Co-ordination of area risk assessments
* Supported management of legionnaires testing, fire safety and asbestos management
* Online accident form completion

These duties may change to reflect the changing needs of the school and the Head Teacher reserves the right to request additional duties to be performed with due notice.

# DISCLOSURE The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced DBS check. Closing Date: 12 noon on Friday 30TH August

Interviews: tbc