

## JOB DESCRIPTION

**JOB TITLE:** Assistant ICT Technician

**JOB HOLDER:**

**LOCATION:** PAULET HIGH SCHOOL & 6<sup>TH</sup> FORM COLLEGE  
BURTON UPON TRENT DE15 9RT

**LINE MANAGER:** Senior ICT Technician

**JOB GRADE:** GRADE 3, SCP 4

**HOURS OF WORK:** 37 HOURS PER WEEK – Term time only (includes INSET days)

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## STATEMENT OF PURPOSE

To work under the direction and instruction of senior staff to support the school's computer systems, applications, associated software, website and social media.

### Support to Pupils and Staff

- To support all staff and students in the use of information technology.
- To spend time in the community of schools to help maintain the ICT equipment.
- To respond to 'call outs' from staff or from the community of schools.
- To carry out basic electrical testing of computer and audio-visual equipment in accordance with Health and Safety requirements.
- To carry out routine maintenance and repair of computer and audio-visual equipment, including replacement of consumables and cleaning.
- To help with the installation of data projectors, computers, peripherals and software.
- To assist with the training of staff in the use of ICT.
- To respond positively to changes in ICT development for the benefit of the school.
- To help maintain internet facilities and other learning technology for curriculum use.
- To produce and present support materials for staff and students.
- To assist the Senior ICT technician.
- To support with presentations and in school events as directed by Senior Leaders.
- To support in running the gaming club.

### Support to school website and social media

- Monitor and maintain the school's social media and website in order to ensure that information is accurate and up to date:
  - Regular updating of news items on social media and website.
  - Regular maintaining and updating of items on social media and website as required (e.g., vacancies, calendar, student achievement, events).
  - Scheduling regular updates for social media platforms throughout the school year.
  - Proactive in finding updates to celebrate with audience on social media

### Support to School (this list is not exhaustive and should reflect the ethos of the school)

- To promote and safeguard the welfare of children and young persons you are responsible for or come into contact with
- Be aware of and comply with all policies and procedures and the staff code of conduct.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Assist with pupil needs as appropriate during the working hours.

- To assist and support school events such as parent evenings, awards events, Year 11/13 Prom and open evenings.
- To be aware of, support and ensure equal opportunities for all.
- To contribute to the overall ethos/work/aims of the school.
- To establish constructive relationships and communicate with other agencies/professionals.
- To attend and participate in regular meetings as required.
- To participate in training and other learning activities and performance development as required.
- To recognise own strengths and areas of expertise, using these to advise and support others.

Whilst every effort has been made to explain the responsibilities of the post, each individual task may not have been identified. All staff will be expected to accept reasonable flexibility in working arrangements and comply with any reasonable request from their line manager, undertaking work or tasks of a similar level that is not specified in this job description.

## NOTES

- This job description may be amended at any time in consultation with the postholder

This school is committed to safeguarding and promoting the welfare of young people. The successful applicant will be required to demonstrate a commitment to the school's Equal Opportunities Policy and to undertake a criminal record check with the Disclosure and Barring Service

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Signature ..... Date .....

(Job Holder)

**Person Specification**  
**Assistant ICT Technician**  
**Level 2**

Essential Criteria	Measured By
<b>Experience</b> <ul style="list-style-type: none"> <li>Experience of working in an ICT environment.</li> </ul>	AF/I
<b>Qualifications/Training</b> <ul style="list-style-type: none"> <li>Good numeracy and literacy skills to at least GCSE grade 4 equivalent standard.</li> <li>NVQ level 1 for IT practitioners or equivalent qualification or experience in a relevant discipline.</li> </ul>	AF
<b>Knowledge/Skills</b> <ul style="list-style-type: none"> <li>The ability to communicate complex technical issues simply and effectively to a diverse range of audiences</li> <li>The ability to work effectively with, relate to and earn the trust of support staff, teaching staff, senior management and young people.</li> <li>A team player.</li> <li>Good time management and organisational skills.</li> <li>Able to work under pressure and to meet deadlines.</li> <li>Good practical ICT skills with underpinning knowledge and understanding.</li> </ul>	AF/I
<b>Behavioural Attributes</b> <ul style="list-style-type: none"> <li>Customer focused.</li> <li>Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.</li> <li>Open, honest and an active listener.</li> <li>Takes responsibility and accountability.</li> <li>Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.</li> <li>Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.</li> <li>Is committed to the provision and improvement of quality service provision.</li> <li>Is adaptable to change/embraces and welcomes change.</li> <li>Acts with pace and urgency being energetic, enthusiastic and decisive.</li> <li>Communicates effectively.</li> <li>Has the ability to learn from experiences and challenges.</li> <li>Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.</li> </ul>	AF/I
AF = Application Form, I = Interview	

*In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:*

- Motivation to work with children and young people.*
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.*

- *Emotional resilience in working with challenging behaviours and*
- *Attitudes to use of authority and maintaining discipline.*