



OAKLANDS SCHOOL

JOB DESCRIPTION – ICT TECHNICIAN

Reporting to:	The Network Manager in the first instance
Working Hours:	35 hours per week, Full Time (All Year Round)
Salary:	Scale 4 Points 7-10 (£24,279 - £25,614)

Job Purpose

To be responsible, through the ICT support team, for the care and maintenance of ICT equipment and materials throughout the school.

Main Responsibilities:

- Helping to manage the daily operations of the school network, clients, peripherals and software
- Manage efficient and timely responses to requests made to the Helpdesk
- To help in maintaining a safe and clean working environment
- Support staff in their use of ICT in specific teaching & learning and other office programs
- Keeping accurate and up-to-date hardware and software records in the asset register including supporting the Network Manager and Senior Technician in managing the redundant hardware products through the School's Disposal procedure. Carrying out stock checks and updating the asset Register.
- Support the Department in all ICT related issues and to undertake any other reasonable duties commensurate with the grade of the post and as required by the Headteacher and Deputy Headteacher

Specific Tasks Relevant to the Role

- Support the installation and updating of the school's MIS (SIMS) and other admin specific software. This to include deployment, configuration and limited end-user support.
- Supporting all users in developing their ICT skills
- Assist in devising a staff training program for staff and students

- Provide first-line support for all classroom and office-based IT resources – hardware and software
- Set up of laptop trolleys and projection equipment on a pre-booked basis
- Printer maintenance and cartridge replacement. Also to maintain adequate agreed stock levels for IT consumables
- Additional duties may include support for IT at special events, such as Parents Evenings, conferences, Music and Drama productions etc.
- Support the Network Manager in coordinating with all departments and third-party suppliers to maintain compliance with Data Protection guidelines on IT systems

Other General Duties

- To carry out any other duties commensurate with the grading of the post as requested, in the most effective, efficient and economic manner available.
- To attend full staff, departmental and other meetings with staff working groups as requested.
- Participate in training and other learning activities and performance management and development as required.
- To comply with Health and safety responsibilities as part of performing the role
- To have an understanding of the challenges and opportunities that relate to the changing needs of a maintained secondary school.
- Contribute to the overall ethos / work / aims of the School.
- Equal Opportunities: Be aware of and support difference and ensure equal opportunities for all.
- Support: Appreciate and support the role of other professionals.

General:

This job description is not necessarily a comprehensive definition of the post. It may, from time to time, be subject to modification or amendment in consultation with the holder of the post and other relevant parties.



OAKLANDS SCHOOL PERSON SPECIFICATION

ICT TECHNICIAN

Qualifications & Experience

1. A recognised qualification in PC Maintenance and ICT Systems
2. Good GCSEs/GCE O Levels as a minimum including English and Maths
3. An ICT background would be beneficial
4. Knowledge of and experience in maintaining ICT equipment
5. Knowledge of Health and Safety in relation to the use of ICT equipment

Skills

6. In using and maintaining ICT equipment
7. In working calmly, carefully and quickly under pressure
8. In communicating effectively orally and in writing
9. In dealing courteously and effectively with adolescents and adults
10. The ability to relate well to staff, students and other users of the site

General Commitment

11. Willingness to conform to the School's aim and policies
12. Flexibility in approach to deal with emergency situations
13. Awareness and understanding of Safeguarding and Child Protection issues
14. Awareness of Health & Safety and Equality of Opportunity in the workplace
15. Demonstrate to the satisfaction of the interviewing panel a personal commitment to produce work of the highest quality in a manner to assist the teaching staff to obtain the highest standards of individual pupil achievement regardless of gender, race or class

Sep 2021