

JOB PROFILE

1. **Post Details:** **Post Title:** ICT Technician

Salary Grade: S5
2. **Hours:** Monday to Friday
36 hours per week (52 weeks)
3. **Job Purpose:**

To provide ICT support to all members of the school community.
4. **Organisation Relationships:** Responsible to the ICT Strategic Network Manager
5. **Main duties:**
 - Maintain, upgrade and repair a wide range of PCs, peripherals and related equipment.
 - Detect, diagnose and resolve issues with computer hardware and peripherals.
 - Troubleshoot software-related issues.
 - Deploy network applications.
 - Install equipment and cabling, following relevant documentation and Health and Safety procedures.
 - Attend relevant meetings as required.
 - Provide training to end users on the use of a range of software and hardware.
 - Be adaptable to changing practice and to perform other reasonable tasks to facilitate the smooth running of the school as may be requested.
 - Provide IT support to staff and students along with the greater Oakwood community in the use of IT hardware, software and related equipment.
 - Maintain accurate documentation and keep asset register up to date.
6. **General:**
 - Be adaptable to changing office practice and to perform any other tasks appropriate to the level and nature of your current role to facilitate the smooth running of the School.
 - Participate in the Duty Rota to supervise students as required

Oakwood School is committed to safeguarding and promoting the welfare of children and young people and expects all Staff and Volunteers to share this commitment. Any successful applicant will be subject to an Enhanced Level Disclosure Check by the Disclosure & Barring Service (DBS).