# The Bicester School

**ICT Technician**

**Line Manager – Head of Site and Technology Operations**

**ALET Point 5 – 9. £19,650 - £20,444pa**

**Becta ICT Competencies Framework Technician A**

This post undertakes the setup, checking and maintenance of networked

PCs, printers and classroom teaching aids.

Full training will be given in respect of duties covered.

At times you would be expected to work beyond normal hours, these would be due to out of hours events occurring or issues that need to be rectified.

Under the instruction/guidance of senior staff: Provide general support in a specific curricula/resource area, including preparation, and maintenance of resources and support to staff and students

**SUPPORT FOR STUDENTS**

* Support students in accessing learning activities under the guidance of the teacher

**SUPPORT FOR THE TEACHER**

* Create and maintain a purposeful, orderly and productive working environment
* Timely and accurate preparation and use of specialist equipment/resources/materials as required by staff/curriculum/lesson plans etc.
* Maintain records as requested
* Ensure the health and safety of students at all times
* Administer routine tests and invigilate exams
* Provide clerical/admin support

**SUPPORT FOR THE CURRICULUM**

* Monitor and manage stock and supplies, cataloguing as required
* Maintenance of specialist equipment, check for quality/safety, undertake
* repairs/modifications within own capabilities and report other damages/needs
* Demonstrate and assist others in safe and effective use of specialist equipment/materials

**SUPPORT FOR THE SCHOOL**

* To have responsibility for safeguarding and promoting the welfare of children.
* To have due regard for issues of Health and Safety relating to staff, students and visitors.
* Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
* Contribute to the overall ethos/work/aims of the School
* Appreciate and support the role of other professionals
* Attend and participate in relevant meetings as required
* Participate in training and other learning activities and performance management as required

**Task List**

* Support Staff, students and visitors in their use of ICT equipment based within the Bicester Campus.
* Day to day support for the School networks; hardware and software
* Assist the Senior ICT Technician & the Head of Site and Technology Operations.
* To be proactive in their approach to Schools systems and equipment, helping to improve and add to the facilities
* Be actively involved with system management, including back-ups, disaster recovery, security, hot fixing and virus protection by liaising with the Head of Site and Technology Operations.
* Maintain current build for all desktops/laptops
* Provide support for all Audio Visual equipment and where needed receive training
* Adhere to Health and Safety rules and keep the ICT areas clear and safe
* Diagnose basic faults on computer, networks, peripherals, software and audiovisual equipment
* Order resources under guidance and instruction of the Senior ICT Technician and the Head of Site and Technology Operations.
* Liaise effectively with the school administration team and assist in administrative functions as required.
* Carry out routine equipment checks, including cabling, promptly reporting any faults to the appropriate person
* Ensure that equipment is safe, available and ready for use when required, and promptly inform the relevant member of staff of any problems with obtaining the equipment needed.
* Take appropriate action to minimise health, safety and security risks that arise during learning/work activities.
* The ability to do internal cabling for network points would be helpful (CAT 5)

**THE BICESTER SCHOOL**

**Person Specification – ICT Technician**

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| **Personal Requirements** | **Essential / Desirable** |
| **Experience and Qualifications**   * NVQ Level 2 or equivalent experience * Experience with computer hardware * Experience installing and configuring Software * Basic Fault Diagnosis * Internal Cabling for Network Points (CAT 5) * Working within a School environment | E E E E D D |
| **Knowledge**   * Windows 10/11 * Windows Server * An Interest in Education * Basic Knowledge of Networks | D  D  D  D |
| **Skills**   * Good ICT Skills * Very good numeracy/literacy skills * Ability to pass over information both written and verbal * Very Good Customer Service Skills * Work constructively as part of a team, understanding school roles and responsibilities and your own position within these. | E  E  E  E  E |
| **Personal Qualities**   * A sense of humour * A high degree of common sense * Adaptable and flexible * Self-motivated and proactive * Ability to communicate with staff and students alike | E  E  E  E  E |

*Due to this post having access to children and/or vulnerable adults, candidates will be required to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.*

*The Bicester School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment*

**Notes:**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavor to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employees who develop a disabling condition.

This job description is current at the date shown, but in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.