



THE PRIORY SCHOOL

ICT Technician

Job Description

H6

37 hours per week, 08:00 – 16:00

Full-time weeks

The postholder is required to perform the duties below. They will be responsible to the Headteacher and will demonstrate a genuine commitment to our equalities policy and the wellbeing of all students. This job description will be reviewed annually and will form the basis of the Performance Management Review procedure. Any issues relating to the review of this job description should be brought to the Headteacher's notice by the postholder through the senior Line Manager. The postholder will undertake the following specific responsibilities in order to fulfil our statutory requirements, school aims, policies and targets.

The postholder will be responsible to the Headteacher, through their Line Manager (Network Manager). They will demonstrate a commitment to the school's equal opportunities policy.

Purpose

- To support the IT Network team in providing effective ICT hardware and software structures that will ensure the effective running of the schools.
- To act as cover in the absence of the Lead ICT Technician.
- To support the effective operation of the ICT systems throughout the consortium when required.

Responsibilities

1. Generic Areas of Responsibility

- 1.1. Ensure confidentiality at all times and ensure compliance with the Data Protection Act.
- 1.2. Maintain productive and efficient time management during the working day.
- 1.3. Notify your line manager of any unforeseen problems where appropriate and in a timely manner.
- 1.4. Maintain and develop a professional working relationship with all stakeholders and outside organisations.
- 1.5. Follow school policy, procedures and ethos of the school.
- 1.6. Check, respond and action, as appropriate, all communications from stakeholders within one working day.
- 1.7. Contribute to the Child Protection and Safeguarding policies of the school.
- 1.8. Undertake any additional duties as required by the Headteacher.

School network (strategic)

2.1 To ensure that network services are operational during access hours and appropriate back-up protocols are implemented.

2.2 To support, develop and maintain the school's internet and intranet facilities, including its websites.

2.3 To support and develop existing hardware/software systems to meet the curriculum and administrative needs of the school.

Compliance

3.1 To support the monitoring of hardware and software and ensure all software is licensed appropriately.

3.2 To support the setting up of security parameters and ensuring virus checks are implemented.

3.3 To support the IT Network team in their role to comply with policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person as identified in the school's E-safety policy.

Infrastructure & maintenance

4.1 To support the maintenance of the school's network infrastructure, servers and workstations.

4.2 To prepare the schedule and be responsible for the annual maintenance of all equipment held within the school and prepare an annual list of equipment requiring replacement/upgrading.

4.3 To install and test all new hardware and software.

4.4 To provide support for all peripherals, such as desktop/mobile computers, Chromebooks, MFDs, printers and projectors, keeping a log of all technical faults.

4.5 To co-ordinate the maintenance of consumable items such as printer cartridges and projector lamps.

4.6 To support the school with all ICT requirements through attendance at calendared events held by the school.

4.7 To support the school's outreach work at other schools within the framework as the main representative of the school and in conjunction with other schools' ICT staff.

4.8 To play an active role in the distribution and maintenance of Creche Chromebooks.

Professional development

5.1 To undertake training in any aspect of the job as necessary and provide training and instruction to relevant members of the school community.

5.2 To provide ICT support for external organisations as required by the school.

5.3 To support colleagues with their understanding and use of ICT technologies.

5.4 To provide helpline support to all colleagues within the school.

5.5 To provide 'First line' support to colleagues in the use of software the school uses.

5.6 To act as 'Mentor' for all ICT apprentices and ensure all training needs are met.

Innovation & development

6.1 To support school initiatives to develop alternative revenue streams by utilising the expertise of the IT Network department.

The school is committed to safeguarding children and young people. All post holders are subject to a satisfactory Disclosure and Barring Service (DBS) check.

*The law requires this position to have an **enhanced** criminal background check. This is to protect children and vulnerable adults and to safeguard positions of trust. The position is therefore exempt from the Rehabilitation of Offenders Act. If your application is taken further you will be asked to declare details of any criminal record, even convictions that are 'spent' according to the act. If you are offered the post this information will be checked against Criminal Records Bureau files. You will be provided with full information at each stage.*

Please note that The Priory School operates a no smoking policy



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ICT TECHNICIAN

Person Specification

Skills and experiences	
Excellent knowledge of software installation and support	D
Knowledge of server installation and set up	D
A very good understanding of the latest hardware and software developments	E
An excellent working knowledge of all Microsoft software to trainer level	E
An excellent working knowledge of the SIMS suite, both installation and end user support	D
Ability to install and maintain structured data cabling throughout the school	E
An understanding and commitment to equal opportunities	E
Qualifications	
A recognized Microsoft/ICT qualification	D
Willingness to undertake training as part of own personal development	E
Good standard of literacy and numeracy	E
First Aid at Work	D
Full UK driving license	E
Personal attributes	
Well organised and efficient, able to prioritise own workload	E
Able to act on own initiative	E
Calm, reliable and honest, with a sense of humour	E
Committed to the safeguarding of children and young people	E
Ability to work as part of a team	E