**KING EDWARD VI HANDSWORTH SCHOOL FOR GIRLS**

**JOB DESCRIPTION – ICT Technician**

<table>
<thead>
<tr>
<th>Grade:</th>
<th>SPC 6, currently £19,171 (FTE)</th>
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<tbody>
<tr>
<td>Hours:</td>
<td>Monday – Thursday 08:00am – 16:00pmm, Friday 08:00am – 15:00pm inc. 30min unpaid lunch break.</td>
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<tr>
<td>Responsible to:</td>
<td>Term Time only with additional 2 – 3 weeks summer holiday working.</td>
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<tr>
<td>Main Purpose:</td>
<td>Senior ICT Technician</td>
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- To work towards achieving all the experience and skills outlined below whilst working in the post of ICT Technician.

**Generic Responsibilities**

- To provide installation, maintenance, repair and support of ICT systems and services
- To provide technical assistance and basic training to staff and students
- To provide day to day management of access to the ICT systems and services
- Providing computer support to staff and students during ICT lessons as and when requested
- Providing computer support to staff during non ICT lessons as and when requested
- Providing support in the usage of other ICT related equipment associated with teaching and learning e.g. Interactive Whiteboards, Projectors, Visualisers, Graphics tablets, Printers and etc
- Diagnosis and resolution of computer software and hardware faults and peripherals
- To assist in the installation of new and existing hardware and software across the network
- To provide technical support for all users, curriculum and administration
- Setup equipment such as PC, laptops, projectors, iPads, mobile devices, PA sound system and other specialist equipment prior to their use in lessons, assemblies, meetings and school events
- Deliver ICT hardware and resources to work areas and classrooms as required
- Maintenance of school tablets, mobile devices and other e-technologies
- Check and replace printer toner and cartridges
- Changing staff and student network passwords
- Managing printing credits for students or staff
- Searching for and recovering lost files or folders
- Assist with the updating of the VLE and website
• Assist with the schools VOIP Telephone system
• Assist with the schools SmartCard catering system
• Assist with the schools Net2 Paxton door system
• Assist with the schools CCTV system
• Assist with the maintenance and development of the school network
• Involvement in ICT projects
• Ordering and maintaining stocks of all print consumables and placing other orders as requested
• Liaise with external suppliers for the repair of equipment under warranty or maintenance contract
• Assist other ICT technicians in the office where required
• To help maintain a fully up to date inventory of all hardware and software within the School
• Ensure the anti-virus software is installed, kept up to date and working properly on all computers and laptops
• Willingness to work flexibly, sometimes outside of normal core hours, in response to service demands as appropriate
• To demonstrate and promote good practice, safety and adherence to policies relating to all aspects of the use of ICT systems and services
• Carry out such other duties as might reasonably fall within the scope of this role as requested by the ICT Technical Manager

The post holder will be expected to carry out any other duties associated with the work of the school as may be directed by the Headmistress, commensurate with the grade of the post.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the Headmistress in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes but if agreement is not possible management reserve the right to make changes to the job description following consultation.

Signed Employee: ................................................................. Date: ...........................................

Signed Employer: ................................................................. Date: ...........................................