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| **Job Title:**  **Responsible to:**  **Grade:**  **Hours of Work:**  **Line Management:** | ICT Technician  Manager of ICT and Network Services  Point 15 to 20 inclusive  Full time, 52 weeks  N/A |
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**Purpose of post**

To provide high quality and timely support services to the school IT systems across the school.

**Principle responsibilities:**

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|  | * Provide professional 1st and 2nd line hardware and software support to users including staff, students and visitors, to include face to face and remote support. |  |
|  | * Manage complex installations, migrations and configuration to new and existing equipment and software, including and not limited to email, classroom AV, Network, telephony, and Firewall components. |  |
|  | * Provide advanced administration of collaboration platforms Microsoft 365 and other systems acting as technical lead including advising staff on how to best use these resources to support teaching and learning, liaising with teaching staff to promote correct use of technology to support learning. |  |
|  | * Assist the Manager of ICT and Network Services in making proactive changes to systems and software to ensure legal and regulatory compliance, and to promote best practices within the School. |  |
|  | * Provide training to staff across the school including in classroom support when required, and take photos/videos as and when required. |  |
|  | * Maintain records including work logs, inventories and stock taking as required. |  |
|  | * Support the Manager of ICT and Network Services in meetings and planning as required, including deputising for them as required |  |
|  | * Carry out duties as per the duty rota * Undertake any other duties of a similar level and responsibility that may be required on request of the Headteacher/SLT * To act as a good role model by promoting school values at all times * Use feedback and personal reflection to improve own working practice * Develop good working relationships with all colleagues * Be aware of and comply with policies relating to safeguarding/child protection, health and safety, confidentiality, GDPR and data protection, undertaking training as required * Ensure own conduct is in accordance with the school’s policies and procedures at all times |  |

This job description sets out the duties of the post at the time it is drawn up; it will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder.

It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder’s professional responsibilities and duties. The postholder may be required to carry out appropriate duties within the context of the job, skills and grade

The Headteacher may vary the duties from time to time without changing their general character or the level of responsibility entailed.

**The school is committed to safeguarding and promoting the welfare of students, and requires all staff to share this commitment. Thus an enhanced, in date, DBS disclosure will be required for all staff and volunteers as appropriate to their post.**