



Post:	ICT Technician
Reporting to:	Curriculum Operations Manager
Hours:	Monday to Thursday: 8:00 am to 4:00 pm and Friday: 8:00 am to 2:30 pm with 30-minute lunch each day (36 hours per week)
Salary:	Full-time/Term-time (negotiable) JNC Scale 11–14 — £27,269 –£28,624 (term time pro rata)

MAIN DUTIES OF THE POST ARE:

ICT Equipment

- Maintain the schools Fixed Asset Register for ICT equipment.
- Research and recommend new ICT equipment & accessories.
- Manage all electronic devices utilised by staff and pupils, and other ICT equipment within school.
- Support and review of teaching ICT equipment such as data projectors, interactive whiteboards and panels.
- Set-up internet and video conferencing solutions as required by staff across the school.
- Responsible for member server back-ups and maintenance.

System Support

- Supervise the usage of printers, projectors, photocopiers and other devices deployed across the school.
- Maintain and support the biometric access control systems across the school.
- Liaise with Senior Leadership Team and HR in updating Staff Profiles on the school system
- Manage links with third party providers e.g. Infineer, North Time Data
- Regularly check C2K Exchange for announcements, alerts etc and share with relevant staff

ICT Technician

- Act as a liaison with C2K to manage the schools ICT network. Duties include (but are not limited to):
 - Troubleshoot and resolve any system issues reported, providing support to pupils and staff.
 - Complete the required set up information for staff.
 - Liaise with C2K on system updates ensuring regular communication to staff on requirements, troubleshooting and resolving any issues and managing any network related tasks.
 - Support users with workstation/portable device/server issues.

- Participate in Capita or C2K training as and when required and liaising with C2K on new projects such as EDIS/ Bromcom.
- Maintenance of an inventory/records of departmental resources.
- Assistance in the ordering/purchasing, receiving, checking, storing and distribution of resources.
- Support all staff in ensuring the general safety of pupils.
- Assist with evacuation in emergencies.
- Act as Fire Warden (if necessary, training will be supplied)
- Undertake bulk photocopying as required.
- Promote positive and safe use of ICT across the school community, to include regular review of ICT / E-safety policies.
- Provide technical & administrative support for internal & external examinations.
- Maintain the school website (Managed by a third-party provider)

General

- Be aware of and comply with safeguarding, child protection and confidentiality responsibilities as outlined in the staff Code of Conduct and related policies & procedures.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Undertake other such duties and responsibilities reasonably consistent with the role of an ICT Technician

***This job may be altered from time to time in line with the developing needs of the College.
Criteria for this post may be enhanced to facilitate shortlisting.***

****Please note that correspondence regarding all matters related to this post will be made via email.***



Job Specification

Post: ICT Technician

ESSENTIAL CRITERIA	
1	EDUCATION AND QUALIFICATIONS a) Hold a recognised computer or network qualification at NVQ Level 4 or equivalent or equivalent experience. b) Minimum of 5 GCSEs (grades A*-C) or equivalent, including English and Mathematics.
2	RELEVANT EXPERIENCE <i>Demonstrate using examples from your own practice</i> a) Experience in a similar role. b) Experience of installing and configuring computer hardware and software and managing projects.
3	KNOWLEDGE AND SKILLS <i>Demonstrate using examples from your own practice</i> a) Knowledge of computer systems/networks and a range of software applications. b) Ability to work independently and as part of a team. c) Excellent organisational skills with attention to detail and accurate record keeping.

DESIRABLE CRITERIA	
1	EDUCATION AND QUALIFICATIONS a) Hold a degree level qualification in a relevant discipline.
2	EXPERIENCE IN GIVEN AREA <i>Demonstrate using examples from your own practice</i> a) Understanding of health, safety and welfare regulations and best practice affecting ICT. b) Previous experience of working in an educational setting.
*Please note that criteria may need to be enhanced to facilitate the shortlisting process. *Hazelwood Integrated College has the right to rescind this appointment before start date.	

