



| IT Technician JOB DESCRIPTION | |
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| ACCOUNTABLE TO | Area Network Manager |
| SCALE | Bexley 5 - 6 |
| DURATION | Permanent |
| JOB PURPOSE | <ul style="list-style-type: none"> ■ First line IT support for the school. ■ Ensure IT network and systems are operating to meet the needs of teaching and learning and the operation of the school. |
| Key Area | Responsibility |
| <p>Responsibilities <i>Carry out all duties and responsibilities in accordance with School policies and procedures and statutory requirements.</i></p> | <ul style="list-style-type: none"> ■ Maintenance of ICT Network, Hardware and Software Assist in all aspects of the day-to-day maintenance and operation of the school ICT network carrying out active monitoring on the network infrastructure and services to ensure that it continues to perform at maximum capability. Install, maintain and review network applications, software, and hardware. This will include: <ol style="list-style-type: none"> a. Modify and/or configure software for the specific needs of the school. b. PC/Peripheral swap-outs, where possible using on-site spares. c. Regular checks on all network connections and active components. d. Installation and set up of new PCs around the school. e. Installation and maintenance of all computers, interactive whiteboards and peripherals. First-line diagnostics of hardware and software faults, first-call maintenance, carrying out upgrades of hardware and repairs of equipment as appropriate. This will include: <ol style="list-style-type: none"> a. Logging of hardware support calls to Service Supplier and managing call through to fix. b. Mobile technical support to all areas of the school, including Internet access inquiries. Ensure daily system back ups for all school networks. Ensure that the chosen Anti Virus solutions are fully functioning and up to date for all networked systems. ■ Administrative Responsibilities Assist with the purchasing and accounts of IT stock, receive, check and record delivery of IT stock and securely store until required. Assist with maintaining an inventory of asset records of all equipment. Help maintain a log of faults, prepare and pack equipment for repair as required. Maintain supplies of disks and printer supplies. Replace printer toner and ink as necessary. Allocate user areas and passwords to users. |

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| | <p>Provide technical support to all staff in the use of ICT, as required.</p> <p>Work in other TKAT schools in the area as required to cover for other staff and particularly during school breaks when larger scale projects occur.</p> |
| Professional development | <ul style="list-style-type: none"> ■ Keep up to date with developments in IT and attend training courses to aid self-development as agreed with the network manager. |
| Discipline, health and safety | <ul style="list-style-type: none"> ■ Maintain good order and discipline and safeguard the health and safety among students both within the classroom, school premises and when they are engaged in authorised school activities elsewhere. ■ To work in accordance with the guidelines set out in the school Health and safety policy and specific faculty areas. |
| General Responsibilities | <ul style="list-style-type: none"> ■ Promote the school's values and ethos in accordance with the School's Professional Code. ■ Work actively to develop professional expertise by participating in ongoing professional development. |
| Review of job description | <ul style="list-style-type: none"> ■ This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post and the post holder may be required to undertake additional duties by the Head Teacher. It may be subject to modification and amendment at any time after consultation with the post holder. |