

Job Title: **ICT Technician**

Grade / Salary: **Scale 5 £30,033-£31,440**  
**36 hours per week (52 weeks per year)**

Line Manager: **ICT Systems and Network Manager**

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### **Main Objectives**

- To support the Co-Headteachers in implementing the School Improvement Plan
- To support the aims and objectives of the school
- To support the ICT Systems and Network Manager in the planning, organisation, management and development of the network infrastructures of both hardware and software
- To deputise for the ICT Systems and Network Manager when necessary
- To participate in the development, implementation and evaluation of the ICT Improvement Plan
- To provide first and second line support for all of the schools IT equipment

### **Operations Management**

- To maintain an accurate inventory of devices and update asset register as required
- To advise and assist with the schools network infrastructure for system failures and respond as appropriately
- To monitor the usage of mobile devices and maintain department stock of devices
- Support the co-located Blanche Nevile School's Network, ICT Systems, infrastructure and repairs.
- To support the ICT Systems and Network Manager and deputise as required
- To support the AVA & Reprographics Technician and cover as required
- To assist in mentoring and developing the Apprentice IT Technician
- To support the school's MLE (currently Google Classroom)
- To provide support from the IT team for Open Days, parents' evenings, assemblies and other school events
- Provide assistance and advice with the schools website and communication platforms
- Support and perform repairs for hardware and software
- Assist in maintaining the school MIS systems, updates and maintenance
- Ensure security of work on the network by maintaining a regular programme of backups on the shared and user drives; setting and monitoring access levels for users.
- shall assist with the safe receipt and storage of hardware, software and consumables including any necessary unpacking and installation
- Monitor and maintain the ICT log of ongoing daily issues
- In conjunction with the Network Manager, shall monitor and manage the use of the internet within the school, including the management of email accounts
- Administer the network by adding new members of the school community and the archiving of user materials from school leavers (both staff and pupils) before removal of their user accounts. They will ensure all staff receive a security badge and remove leavers from the system

- To provide support from the IT team for Open Days, parents' evenings, assemblies and other school events

### **Health and Safety**

- Support the PAT testing of all mobile devices overseen by ICT
- Follow and implement the Health and Safety procedures within ICT and AVA/Reprographics
- Keep up to date on changing H&S advice with reference to equipment and ventilation, including reprographic equipment

### **Other Duties**

- Support Fortismere's Information Officer, with particular reference to requests under Freedom of Information or the GDPR (Subject Access Requests)
- Undertake all duties required consistent with the objectives and/or duties of the post
- Undertake training and development relevant to the post and in line with the school's developing profile
- Perform any other duties necessary to aid the growth and development of the post
- Support the school's commitment to safeguarding and promoting the welfare of children in school
- Implement Haringey's and the Governing Body's Equal Opportunities Policy in all aspects of the work and duties associated with this post
- Be aware and comply with all relevant legislative requirements including Data Protection
- Undertake specific projects or other temporary duties consistent with the basic objectives of the post as required from time to time

This Job Description should not be viewed as a prescriptive document, but as an outline of the duties of the post. The Job Description is subject to review and change after consultation and agreement with the post holder.

Signed: .....

Dated: .....