



OLDFIELD SCHOOL

Job Description

Position:	ICT Technician
Responsible To:	Network Manager
Responsible For:	N/A
Grade:	SC4
Working Pattern:	37 hours per week term time only plus ten days
Disclosure Level:	Enhanced DBS

Core purpose of the post:

- To provide 1st line support for all staff and students via ICT helpdesk.
- To provide audio, visual and lighting technical support to school productions/events which take place outside of school hours.
- To provide technical support in the rooms and areas using ICT equipment during lesson time and during the students' lunch break.
- To contribute to the future development of the school's ICT facilities.

Duties and responsibilities attached to this post are as follows:

The exact detail of the job description will be subject to change as ICT advances.

ICT Administration

1. To assist with the regular audit of hardware, including logging of newly delivered equipment, serial numbers and location, and security marking.
2. To be involved in the day-to-day maintenance of computer equipment.
3. Maintenance of computers will include supporting Apple Macs, PCs and mobile devices
4. Regular monitoring of safeguarding software and reporting policy violations to the Network Manager.
5. To assist teaching and non-teaching staff with training needs.
6. When appropriate, provide in-class support on the use of Adobe Photoshop and Premiere.
7. To provide initial problem solving with network log-on procedures, i.e. providing access rights to students to ensure that they may log-in and access the computer network effectively.
8. To allocate access rights and user names to new network users following their confirmation of acceptance of the school's acceptable use of computers policy.
9. To perform reasonable tasks associated with ICT installations as directed by the Network Manager.
10. To carry out such other duties as are required and as are commensurate with the grade of the post.

Daily Events

11. To provide 1st line support for all staff and students via ICT helpdesk.
12. Preparation of main ICT rooms ready for lessons. For example: power up of computers, recording of any faults which cannot be solved immediately
13. Storing of equipment after lessons.
14. Power down at the end of the day.
15. To check printers regularly and remove surplus printouts.
16. Providing in lesson support for students where appropriate.
17. To supervise the use of ICT rooms during non-teaching times.

Weekly Events

18. For ICT equipment throughout the school: replacing consumables when necessary; check stock levels
19. To assist with testing of all computing units and repair faulty equipment where possible. If repair is not possible arranging delivery to and collection from an appropriate company.

Occasional Events

20. Liaising with the Network Manager to recommend future upgrades to the network.
21. To assist with the setting up of new hardware/software, including upgrading the software as required throughout the whole school.
- 22.
23. Helping staff and students to use software/hardware on an ad hoc basis.
24. To assist in faculty/school events as directed; the running of these events will require some flexibility and will require occasionally staying later or starting earlier than the normal hours for which time of in lieu is offered. The work will involve the operation of the lighting desk, rigging of lights, set up and operation of microphones, operation of video projection and music, filming/taking photos of events, editing of filmed footage and burning of DVDs for sale or exam boards.

General

25. To actively support the vision, ethos and policies of the School
26. To promote and safeguard the welfare of children you come into contact with
27. To carry out other duties as are required and as are commensurate with the grade of the post.
28. This job description only contains the main duties relating to this post and does not describe in detail all the tasks required to carry them out.

Special Notes and Conditions

The nature of the work necessitates strict confidentiality, no information obtained during or after working hours should be discussed other than with relevant staff.

This role profile is not exhaustive; it will be subject to periodic review and may be amended to meet the changing needs of the business. The post holder will be expected to participate in this process and Oldfield School would aim to reach agreement to the changes.

Oldfield School is committed to safeguarding and promoting the welfare of children and young people and the successful candidate must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure and Barring Service (DBS) check.

Person Specification

Essential / Desirable (D)**Qualifications**

Level 2 (minimum) ICT qualification

Level 2 business qualification (D)

MS Office qualifications (D)

Skills and Experience

Sound and demonstrable experience of working with a range of ICT equipment

Experience in a school or other learning environment (D)

Setting up and supporting events, presentations with AVA equipment

Personal qualities

Good time management

Ability to deal with conflicting priorities, and work to deadlines

Initiative and able to work independently

Very good interpersonal skills with a strong customer focus

Committed to

The setting and achieving of ambitious, challenging goals and targets

The developing and sustaining of a safe, secure and healthy school environment

Collaborating with others in order to strengthen the school's organisational capacity