**Job Description:** ICT Technician

**Responsible to:** Network Manager

**Salary pts 12 – 16 -** 35 hours per week, plus 2 paid weeks to be worked in the summer holidays, under the direction of the Network Manager.

**Specific hours:** Monday-Friday 08.30am - 16.30pm each day (less 1 hour for lunch, taken outside of school lunch hour).

**Specific duties:**

**Maintenance of equipment in ICT rooms**

* Management and maintenance of IT network under the direction of the network manager
* Regular checking, setting up, cleaning and maintaining hardware.
* Installation of new software and pre-prepared templates as directed by the network manager.
* Assisting staff with issues relating to classroom computers, printers interactive whiteboards
* Assisting with the use of IT facilities in assemblies, staff meetings, training days etc

**Recording Information**

* Booking use of the IT rooms for cross curricular use
* Assisting with the annual stock-take of all IT equipment

**Use of resources**

* Be available to assist with student use of the ICT room at lunch times and after school
* Support staff/students in the use of hardware and software
* Support students in lessons where requested by subject teachers or the IT department

**General Duties**

* Keeping the ICT offices/stockrooms in order
* Keep up to date with developments in IT
* Offering help, guidance and training where necessary, to staff and students on the use of hardware, software and on-line safety
* Other duties as directed by the network manager – these duties will develop as the post-holder grows in confidence and expertise.
* To attend and participate in staff meetings.
* To participate in training and performance management as required.

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**The successful candidate will be in sympathy with the Mission Statement and distinctive nature of Holy Family as a Catholic Community. This is at the heart of every role within the school.**

**The Post-holder will:**

* Have (at least) some knowledge/experience of IT systems but be eager to learn as needed.
* Be able to prioritise own workload
* Have excellent organisational skills
* Ability to show initiative
* Be able to work professionally under pressure
* Have numeracy and literacy skills sufficient to produce own correspondence and statistical information
* Ability to work as part of a team and individually
* Be able to operate flexibly within the changing needs of the school
* Be able to foster good relationships with students
* Be an excellent role model
* Be committed to the provision of a quality service

**Personal Circumstances & Safeguarding**

* Be legally entitled to work in the UK.
* No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable individuals.
* This post is not subject to the provisions of the Rehabilitation of Offenders Act and an enhanced DBS check is required.
* Be fit to carry out the duties required of this role.
* Has appropriate motivation to work with children and young people and can relate to them in a positive way.
* Ability to maintain appropriate relationships and personal boundaries with children and young people.
* Displays commitment to the protection and safeguarding of children and young people.

Postholder’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

September 2023