



IT TECHNICIAN (TE001)

JOB PURPOSE
Contribute to the provision of ICT Support throughout the school under the direction of the Network Manager.
MAIN DUTIES AND RESPONSIBILITIES
<i>Maintenance of the School ICT Network Facilities:</i> • Contribute to the provision of ICT Support throughout the school under the direction of the Network Manager. • Advise on set up and maintenance of ICT hardware and software. • Ensure an up-to-date inventory of ICT equipment, software licenses and consumables is maintained. • Assist with the development and maintenance of the School Learning Platform and Intranet / Internet. • Undertake maintenance of ICT hardware. • Support with door entry systems. <i>Provide Assistant to Staff and Students Using ICT:</i> • Setting up equipment for the delivery of the curriculum. • Ensuring effective integration of curriculum and administrative systems to achieve maximum efficiency. • Contribute to ICT training provision and advise school staff as appropriate. • Develop safe working practices in relation to the use of ICT. • Liaise with partners and suppliers of the school on ICT related issues. • Undertake projects to enhance specific developments of ICT within the school. <i>Contribute to the School's Program of ICT Development:</i> • Liaise with partners and service providers to maximise the efficiency of school systems • Liaise with suppliers regarding the procurement of ICT products. • Keep up to date with national and local developments in ICT and determine potential benefits for the school. • Contribute to the School's ICT Development Plan to ensure effective and timely implementation • Contribute to the development of future ICT purchasing to maximise cost effectiveness • Undertake discreet ICT projects on behalf of the IT Manager. <i>ICT Technical Service Support:</i> • Maintain a Help Desk system that ensures that requests for work are prioritised and completed in line with the department's standards. • Work towards achieving and maintaining agreed standards of support. • Maintain the inventory and stock management. • Problem solve and troubleshoot issues on the network such as software, hardware, configuration and user errors. • Maintain and update Visitor systems as required. • Provide high quality user support, including staff training.

- Install software as required and to the standards set out by the IT Manager.

ICT Hardware Installation and Maintenance:

- Install and configure new and existing IT equipment.
- Carry out repairs and maintenance to hardware to maximise efficiency of equipment.
- Ensure the correct disposal of damaged and un-repairable equipment and that the school meets its recycling duties in line with current procedures.

General Duties:

- As a member of the ICT Technical team, liaise with the Network Manager and teaching staff as appropriate.
- Carry out all problem solving, changes, configuration, availability, capacity and continuity processes in-line with the Framework for ICT in Schools (FITS) recommendations and guidelines under the direction of the Network Manager and the school's policies and procedures.
- Actively pursue training and accreditation on agreed plans for the school network and system developments and upgrades.
- To contribute to the Health and Safety of pupils and other staff in accordance with Health and Safety regulations and School Policy.
- To assist with the production of an annual audit of the ICT equipment.
- Research information concerning equipment, evaluate systems for best value and advise the Network Manager on purchases.
- Produce Staff and Student ID badges when required.
- Produce orders for equipment and consumables In agreement with Network Manager.
- Assist with the implementation of projects and school ICT initiatives.
- To undertake any other appropriate duties, as requested

Safeguarding Statement

In accordance with CLPT's Safeguarding Policy and the document 'Keeping Children Safe in Education', all staff have a duty of care to safeguard the health and safety and well being of all students on school premises and when engaged in authorised school activities elsewhere. Staff are inducted to follow policy and procedures to report any safeguarding concerns

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Trust's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the staff VLE and must be observed by the jobholder.

Confidentiality and Data Protection

The job holder is expected to comply with the provisions of the Data Protection Act 2018. Any information that they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy. Nothing shall prevent you from disclosing information which you are entitled to disclose under the Public Interest Disclosure Act 1998 (as amended), provided the disclosure is made in accordance with the provisions of the Act. The Trust's Whistleblowing Policy is available via the Staff VLE.

Equality and Diversity
CLPT is committed to equality and values diversity. As such the Trust is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. The duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.
Training and Development
CLPT has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting safeguarding and general obligations.
Mobility
The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions
The Postholder is required to:
• Undertake a systematic study of practice with a consequent programme of self and professional development to ensure that the necessary skill, knowledge and understanding are kept up to date. • Be aware of and comply with all school policies (available via the Staff VLE. It is important that all staff keep up to date with current policies and any concerns are reported to the relevant named persons without delay. • To promote equality, diversity and inclusion and demonstrate this within the role. • To play a full part in the life of the school community, to support its distinctive mission, aims and the ethos. • To set an example of positive personal integrity and professionalism with appropriate communications and relationships at all levels. • To act as exam invigilator when required. • To undertake such other duties which may be regarded as within the nature of the duties and responsibilities for the grade of the post as defined and subject to any reasonable adjustments under the Equality Act 2010. Any changes of a permanent nature will be incorporated into the job description.
Endorsement:
This job description reflects the major tasks to be carried out by the job holder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place. This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the salary grade for the job. The jobholder is expected to comply with any reasonable management requests.

Declaration I accept this job description.	
Print Name:	
Signature:	
Date:	