



Job Description

Senior ICT Technician

Principal Responsibilities

To assist in the smooth running of the ICT technical support to the school

Responsible to: The Headteacher via the ICT Manager

Duties and Responsibilities

- To be committed to the safeguarding and well-being of all students and to follow school Policy and procedures in this regards
- To maintain all ICT and audio-visual facilities in good order throughout the school
- To respond to requests to repair or troubleshoot ICT issues and provide user support, ensuring ICT Helpdesk service levels are met
- To maintain a programme of regular cleaning and maintenance of classroom ICT equipment
- To maintain an inventory of all software and hardware in school and ensure all records are kept
- To organise disposal of obsolete and finished ICT equipment, in-line with published legislation
- To help install and maintain the schools software, hardware, network, e-mail and server systems, including the pro-active monitoring of systems
- To liaise with partners and suppliers of the school on ICT related issues
- To contribute to the planning, upgrade and development of the schools ICT systems

Technical Skills Required

- Good general education
- Basic knowledge and awareness of ICT hardware and software
- Ability to understand and learn new skills quickly

General Requirements

- Attend scheduled meetings
- Actively seek to develop professionally
- Participate in the school appraisal process
- Work within the terms and conditions of Bucks Pay employees
- Carry out all duties and responsibilities with due regard to the school policies
- Be subject to a police criminal records check (enhanced disclosure) from the Criminal Records Bureau
- In accordance with the provision of the Disability Discrimination Act 1995, perform all duties and tasks with reasonable adjustment, where appropriate
- Be prepared to carry out additional duties, which may reasonably be required by the Headteacher.

The duties of the post may vary from time to time, as required by the Headteacher, without changing their general character or level of responsibility.

Postholder

Name

Signature

Date

Headteacher

Name

Signature

Date