

## CORNWALL COUNCIL

### School Based

#### JOB DESCRIPTION

<b>Job title:</b>	ICT Technician
<b>Grade:</b>	E
<b>Responsible to:</b>	ICT Service & Resource Manager
<b>Direct Supervisory Responsibility for:</b>	None
<b>Indirect Supervisory Responsibility for:</b>	None
<b>Important Functional Relationships:</b>	<u>Internal:</u> Teaching and Support Staff, pupils, Head of Department, Headteacher, School management team, school staff, visitors  <u>External:</u> Parents, Governors, Suppliers of goods and services, LEA Advisers.

#### **Main Purpose of Job:**

To assist in the maintenance and deployment of the schools ICT provisions. To provide technical support for all users, curriculum and administrative.

#### **Main Duties and Responsibilities**

1. To assist in the maintenance and support of the school's ICT provisions.
2. To monitor the efficiency of the school's networks and action remedial works as directed/capability allows.
3. To maintain all peripherals and equipment consumables within the school.
4. To install new and existing software on existing PCs/Laptops/Mobile Devices.
5. To perform complete installations on new PCs/Laptops/Mobile Devices.
6. To install, configure and maintain anti-virus software across the network.
7. To provide technical support for all users.
8. To administer email and user groups and accounts within the school
9. To configure and maintain all software applications for consistent use.
10. To provide support to users in the use of the school's Management Information System.
11. To assist in the development and maintenance of the school's online learning environment.
12. To assist in designing and maintaining online learning resources.

13. To assist in removing out of date material from the network and shared areas.
14. Supporting staff, who wish to contribute to the online learning resources.
15. To monitor and regulate the use of the internet within the school/college in accordance with the School/College Internet Policy.
16. To maintain awareness of new developments in information and communication technology.
17. To monitor and achieve the efficient organisation of the work and storage areas and to ensure the cleanliness, safety and security of these areas at all times.
18. To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty.
19. To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
20. To maintain confidentiality of information acquired in the course of undertaking duties for the department.
21. To be responsible for your own continuing self-development, undertaking training as appropriate.
22. To undertake other duties appropriate to the grading of the post as required.

Date Prepared: July 2022

Job Description Prepared by: Penryn College

### **PERSON SPECIFICATION**

**Job Title:** ICT Technician

**Department:** School Based

**Person specification prepared by:** Penryn College

**Date:** July 2022

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW IDENTIFIED</b>
<b><u>Relevant Experience</u></b>	Can confidently use a Microsoft Windows PC or Laptop	At least 1 years experience of working in a technical support role within an ICT setting.	Application form/ interview.
<b><u>Education &amp; Training</u></b>	A minimum Level 2 qualification (NVQ, GNVQ or GCSE grade C/4 or above) in English and Maths.	Level 3 qualification (NVQ, AVCE or 'A' Level) in a subject related to ICT	Application form.
<b><u>Special Knowledge &amp; Skills</u></b>	Working knowledge of common Microsoft applications.  Confident working on fragile and sensitive hardware components.  Problem-solving skills.  Organisational skills.	An interest in maintaining and repairing mobile devices.  Experience with manual handling and working at height	Application form/ interview.
<b><u>Any Additional Factors</u></b>	Self-motivated with the ability and willingness to learn new tasks.  A can-do attitude and calm under pressure.  Enjoys working with children/young people.  Ability to work on own initiative and as part of a team.  Displays an awareness, understanding and commitment to the protection and		Interview.

	safeguarding of children and young people.		
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