

HEATHFIELD COMMUNITY SCHOOL



JOB DESCRIPTION – ICT TECHNICIAN

Responsible to:	ICT Manager
Grade:	Grade 14, Point 13-17
Pay Scale:	£17,391-£18,672
Hours of work:	37 hours per week over 5 days Monday to Friday, full time, full year (hours to be agreed with manager)
Job Purpose	To support the use of ICT within the School Environment through maintenance of ICT software, hardware and related equipment and providing support to staff and pupils to ensure administration and learning outcomes are maximized.

1. To ensure dedicated ICT areas are ready for use each day and that they are in good working order at the end of each day.
2. Check hardware regularly reporting faults to ICT Manager.
3. To participate in the collection, collation, processing and storage of data and information to comply with school reporting requirements.
4. To maintain a comprehensive database of all support requests and allocate jobs to appropriate staff.
5. To check hardware regularly, repairing simply faults or reporting more complicated faults to ICT Manager.
6. Support teaching staff/pupils in technical aspects of ICT.
7. Maintain and develop network.
8. Support adherence to ICT policies, including those relating to safeguarding and internet usage.
9. Resolve hardware/software technical issues.
10. Carry out desk-top publishing procedures.
11. Check and maintain stocks of ICT consumables.

