



THE HIGHCREST ACADEMY

JOB DESCRIPTION

ICT TECHNICIAN

You will be accountable for the provision of computer support services for the academy's ICT curriculum and for other ICT equipment used throughout the academy

You will be responsible to: Network Manager

Main Duties and Responsibilities:

(not in priority order)

- To assist with the running and maintenance of the Academy's IT network infrastructure, trouble-shooting hardware and software problems as required.
- To install new software and updates, maintain user areas and carry out other network administration as required.
- To maintain other ICT equipment around the academy, including stand-alone computers, printers, scanners, projectors and interactive whiteboards
- To carry out routine and ad-hoc safety checks on equipment as required and maintain classrooms where IT equipment is installed.
- To organise the general storage and security of materials and IT equipment within the Academy.
- To assist in lessons, as directed, providing teaching staff with appropriate hardware/software support as and when required.
- To assist with early morning, lunch-time and after-school extra-curricular clubs as appropriate.
- To assist in maintaining a current audit of all hardware/software.
- To assist in managing the Academy's Internet facility.
- To maintain an awareness of hardware and software developments in the ICT field that may benefit the Academy and advise the Network Manager accordingly.
- To operate the Academy's sound and lighting system as required (including out of normal working hours which will be paid as overtime or time off in lieu) for school events.
- To undertake appropriate training as required.

Other

- All staff are required to read and understand the document Keeping Children Safe in Education, Part 1 and Appendix A (Sept 2018) along with the academy’s policies relating to Safeguarding and Child Protection, all of which are available electronically.
- The Academy has a clear process where every member of staff must report any concern they have about a child directly to the DSL Team. This process is outlined during induction, regularly at whole staff meetings and in weekly bulletins. Details of the DSL Team is displayed daily in reception. Any queries regarding any aspect of safeguarding must be made to a member of the DSL Team.
- All staff are required to read and understand the academy GDPR policy to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) and the expected provisions of the Data Protection Act 2018 (DPA 2018) as set out in the Data Protection Bill. This policy applies to all personal data, regardless of whether it is in paper or electronic format.
- The Postholder must be prepared to carry out additional duties, which may reasonably be required by the Principal. The duties of this post may vary from time to time, as required by the Principal, without changing their general character or level of responsibility.
- The Academy follows Safer Recruitment Guidelines and reserves the right to delay an applicant’s start date if any checks are outstanding. This includes an online DBS check and where necessary an overseas check.

Postholder

Signature:

Printed Name:

Date:

Line Manager

Signature:

Printed Name:

Date: