



ST IVO SCHOOL

ICT Technician

Job Description

POST TITLE:	ICT Technician
WORKING HOURS:	Part time (25 Hrs, 39 Weeks)
GRADE:	Scale 3
SALARY:	Point 14 – Point 17 (£16,781 – £17,772 pro rata)
RESPONSIBLE TO:	ICT Technical Manager

The post holder will be responsible for the day to day operation of the school's ICT service, being a key contact for staff and staff requiring support. The post holder will also contribute to ensuring that the school's ICT services remain up-to-date and fit for purpose.

Specific responsibilities include:

- Ensuring the smooth operation of the school's ICT services, including client hardware (computers, printers, audio-visual equipment) and software.
- Contributing to daily and weekly scheduled technical tasks to ensure a reliable and secure ICT network, such as server, backup and anti-virus monitoring, powering down equipment at the end of each day, checking for issues with equipment etc.
- Commissioning new and maintaining existing equipment under the guidance of the ICT Technical Manager, this may include desktop PCs, laptops, printers, monitors, projectors, wireless points, interactive whiteboards and other AV equipment.
- Ensuring that ICT access by students is monitored as directed to maintain child protection and school policies as far as possible.
- Setting up and maintaining network and email accounts for users (students and staff), ensuring data security.
- Updating the school's asset database for new and redeployed equipment.
- Installing and configuring software as directed by the ICT Technical Manager.
- Troubleshooting ICT issues, interacting with students, staff and external agencies as necessary to do so.
- Upholding all school policies, especially those regarding ICT access, health and safety and child protection, under the guidance and supervision of the ICT Technical Manager.
- Carrying out other tasks as reasonably directed by the ICT Technical Manager or senior staff.

St Ivo School fully recognises the responsibility it has under section 175 (Section 157 for Independent Schools and Academies) of the Education Act 2002 to have arrangements in place to safeguard and promote the welfare of children.

Through their day-to-day contact with students and direct work with families, staff at the school have a crucial role to play in noticing indicators of possible abuse or neglect and referring them to Social Care via the Cambridgeshire Direct Contact Centre (Designated Person for Child Protection to refer)

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.