

## **JOB DESCRIPTION**

### **ICT TECHNICIAN**

Salary: West Sussex Scale 4 - points 14 -16

Hours: As set in your contract

### **PURPOSE**

- To maintain, repair and ensure that Tanbridge House School ICT / AV systems are effective, so that Teachers, Support Staff and Students can complete their core responsibilities.

### **ORGANISATION**

- Responsible to the Network Manager.

### **MAIN RESPONSIBILITIES**

- Assisting with administration of the computer network e.g. creating new users, changing pupil passwords, print credits, disk quotas, restoring student files etc.
- Setup and manage network software applications and systems.
- Checking that licensing and copyright rules are being maintained.
- Maintaining anti-virus software to ensure all workstations are up to date.
- Investigating and diagnosing hardware and software faults.
- Carrying out requests logged by staff on the AV/ICT reporting system.
- Updating the Network Manager with the progress of on-going AV/ICT issues.
- General maintenance and repair (where possible) of all ICT and AV equipment.
- Booking in equipment for repair to external maintenance companies and monitoring the progress.
- Installing ICT and AV equipment, including projectors, IWB and network cables.
- Recording AV/ICT consumable usage.
- Booking in/out ICT and AV resources, e.g. cameras, video cameras and laptops.
- Updating the ICT room booking system.
- Setting up AV and ICT equipment for staff and students.
- Supporting staff in assemblies

- Supporting staff with special school events with presentations, both in school time and, when required, outside the normal school day (up to a maximum of 10 events per year).
- Advising users on how to work equipment.
- Assisting with logging of equipment for inventory database and security marking of equipment.
- View/monitor student captures via Securus and reporting the findings to the Network Manager.
- Assisting other technicians with diagnosing problems.
- Maintaining and updating the phone system.
- Assisting with disposal of equipment.

#### **ADDITIONAL RESPONSIBILITIES**

- To assist the network manager (and/or designated senior leadership colleague) outside of normal working hours when there is a major problem with the network.
- Multimedia related tasks e.g. filming, editing, copying DVDs and CDs, converting and uploading content for the media server. Also creating videos for special events, and for other members of staff. Recording video of exams for drama dept.
- Maintaining the VLE and training staff as required.
- Technical support and routine management of the computer networks of the primary school contracts held by the school. This includes off-site support of at least 0.5 days a week.
- To maintain tablet technologies within THS.
- There will be a requirement to specialise in one or more of the responsibilities above
- To carry out other duties as may be required from time to time.