

## **FAIRLANDS MIDDLE SCHOOL**

### **JOB DESCRIPTION: ICT SUPPORT TECHNICIAN**

1 **NAME:**

2 **POST:** ICT Technician

3 **SALARY GRADE:** Weston College Apprentice

4 **RELATIONSHIPS:**

Responsible to the Assistant Headteacher and Systems Manager in all matters; responsible on a day to day basis to the ICT Manager.

5 **PURPOSE OF JOB:**

To assist the Systems Manager in all aspects of carrying out its activities.  
To assist, when required, with the Admin system of computers.

6 **KEY TASKS AND RESPONSIBILITIES:**

6.1 Ensures the daily operation of the systems throughout the school, undertakes first line maintenance and timetabled general housekeeping of all curriculum computers and, if unable to rectify a fault, will liaise with Systems Manager to arrange for appropriate repair to be undertaken externally.

6.2 Assist the maintenance and installation of hardware throughout the school networks.

6.3 Undertakes software installation and upgrades, including virus protection on the networks.

6.4 Undertakes the maintenance and installation of school wide ICT infrastructure.

6.5 Maintains an appropriate inventory of all computer and computer related equipment throughout the school, and provides regular updates to Finance Officer for insurance purposes.

6.6 Maintains an appropriate inventory of all software titles and licences throughout the school, ensuring the licences are kept up to date and recorded.

6.7 Ensures a sufficient stock of ICT consumables for all areas of the school.

6.8 Provides classroom support to the teaching of ICT.

6.9 Provides technical support to staff where necessary.

6.10 Maintains the school website.

7 The Safeguarding of children in the Mendip Edge Federation is everyone's responsibility.

8 The duties and responsibilities of the post are subject to those detailed in the Statement of Conditions of Employment and will count as directed time as detailed in such statement and as defined by the Headteacher.

9 This job description does not define in detail all duties/responsibilities of the post, will be reviewed and may be subject to modification or amendment after consultation and agreement with the postholder.