

# **JOB DESCRIPTION**

**SCHOOL:** St Gregory's Catholic High School

## **POST DETAILS**

**Job Title:** ICT Technician

**Grade:** G5

**Directly Responsible to:** Network Manager/Director of Finance

**Hours of Duty:** 37 hours per week /Term time (negotiable)

### **Primary Purpose and Scope of the Job:**

To be responsible for the setting up of daily Collective Worship, whole school presentations and Masses. To undertake general maintenance of computer equipment and for the resolution of identified technical problems across the school.

***Will involve some after school attendance to support whole school events.***

## **WORKING RELATIONSHIPS**

Staff  
Pupils  
Contractors

1. Liaise with staff and set up for daily Collective Worship, whole school presentations and Masses
2. To ensure laptop trolleys are appropriately maintained, charged and delivered as per the booking schedule
3. Providing advice and guidance to all users
4. Maintaining and troubleshooting computer networks
5. Ensure anti-virus software is installed, kept up to date and working properly on all computers
6. Assisting with the implementation of new technology initiatives
7. Set up and maintain user e-mail accounts
8. Support the use of IT for administration purposes
9. Check new computer equipment on arrival and install as appropriate
10. Maintain computer peripheral equipment such as scanners, printers, projectors; ensure that these are prepared and ready for use
11. Assist the Network Manager in the deployment of computer hardware around the school
12. Provide support for teachers and students in the use of ICT across the curriculum working with them in class and providing technical advice to staff
13. Supporting teaching staff with every aspect of curriculum software with the guidance of the Network Manager where necessary
14. Keep a log of technical faults
15. In the absence of the Network Manager, liaise with external support agencies including but not exclusive to Warrington BC and RM
16. Liaise with external suppliers for the repair of equipment under warranty or maintenance contract
17. Technical tasks on network server for curriculum and admin

18. Knowledge of whole school network, connections and components
19. Network management including allocating resources, maintaining user rights, public and shared folders
20. Install updates and assist with data exports
21. Diagnose and report faults
22. Build applications for use across the school
23. Classroom support for operations of computer, peripherals and software across the network
24. Carry out all duties with due regard to confidentiality and data protection regulations
25. The postholder will adhere to the school's safeguarding policy which safeguards and promotes the welfare of children
26. To undertake such additional duties as are reasonably commensurate with the level of this post

### **REVIEW ARRANGEMENTS**

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the School will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

Job Description revised: March 2023

Revised by: Director of Finance and Resources

Postholder:

Signed: .....

Date: .....