

Holy Family Catholic School & Sixth Form

Job Description: ICT Technician

Responsible to: Network Manager

Salary pts 12 – 16 - 35 hours per week, plus 2 paid weeks to be worked in the summer holidays, under the direction of the Network Manager.

Specific hours: Monday-Friday 08.30am - 16.30pm each day (less 1 hour for lunch, taken outside of school lunch hour).

Specific duties:

Maintenance of equipment in ICT rooms

- Management and maintenance of IT network under the direction of the network manager
- Regular checking, setting up, cleaning and maintaining hardware.
- Installation of new software and pre-prepared templates as directed by the network manager.
- Assisting staff with issues relating to classroom computers, printers interactive whiteboards
- Assisting with the use of IT facilities in assemblies, staff meetings, training days etc

Recording Information

- Booking use of the IT rooms for cross curricular use
- Assisting with the annual stock-take of all IT equipment

Use of resources

- Be available to assist with student use of the ICT room at lunch times and after school
- Support staff/students in the use of hardware and software
- Support students in lessons where requested by subject teachers or the IT department

General Duties

- Keeping the ICT offices/stockrooms in order
- Keep up to date with developments in IT
- Offering help, guidance and training where necessary, to staff and students on the use of hardware, software and on-line safety
- Other duties as directed by the network manager – these duties will develop as the post-holder grows in confidence and expertise.
- To attend and participate in staff meetings.
- To participate in training and performance management as required.

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The successful candidate will be in sympathy with the Mission Statement and distinctive nature of Holy Family as a Catholic Community. This is at the heart of every role within the school.

The Post-holder will:

- Have (at least) some knowledge/experience of IT systems but be eager to learn as needed.
- Be able to prioritise own workload
- Have excellent organisational skills
- Ability to show initiative
- Be able to work professionally under pressure
- Have numeracy and literacy skills sufficient to produce own correspondence and statistical information
- Ability to work as part of a team and individually
- Be able to operate flexibly within the changing needs of the school
- Be able to foster good relationships with students
- Be an excellent role model
- Be committed to the provision of a quality service

Personal Circumstances & Safeguarding

- Be legally entitled to work in the UK.
- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable individuals.
- This post is not subject to the provisions of the Rehabilitation of Offenders Act and an enhanced DBS check is required.
- Be fit to carry out the duties required of this role.
- Has appropriate motivation to work with children and young people and can relate to them in a positive way.
- Ability to maintain appropriate relationships and personal boundaries with children and young people.
- Displays commitment to the protection and safeguarding of children and young people.

Postholder's Signature _____ Date _____

September 2022