



St Paul's C of E Junior School Job Description – ICT Technician

School:	St Paul's Church of England Junior School
Responsible to:	Headteacher
Grade:	Grade 4, Point 4-7 in accordance with Local Government Pay Scales

Job Purpose

- To look after the school's network. Order, install and maintain software and hardware IT equipment. Provide technical advice and support to staff and pupils.

Main Duties

- Provide front line technical support and advice to all staff and pupils.
- Maintain the School's infrastructure (network, endpoint and peripheral devices) to ensure effective operation of ICT equipment. Escalate issues to third party support companies as required.
- Undertake the installation and upgrade of software, including the School's MIS system (SIMS) and other administrative software.
- Purchase and install new ICT equipment, as well as dispose of any obsolete ICT equipment.
- Establish and maintain user accounts for all staff and pupils on the onsite Active Directory and ensure they are synced to Azure/online Active Directory.
- Support teachers in the delivery of ICT; respond to and solve problems relating to software/hardware, including internet/intranet access.
- Ensure maintenance of an asset register of all IT and related assets.
- Maintain all loan agreements for assets provided to staff and students on loan.
- Undertake ICT based staff development as required.
- Ensure the effective implementation of the School's Information Security and Online Safety policies and procedures.
- Assist with the School's adherence to health and safety legislation in relation to the use of ICT equipment.



St Paul's C of E Junior School Person Specification – IT Technician

Attributes	Essential	Desirable
Experience	Experience in a similar role	Knowledge of Microsoft Endpoint Configuration Manager
	Knowledge of Active Directory	
	Knowledge of Teams and Office 365	
Skills / abilities	Excellent communication and interpersonal skills	
	Confidentiality at all times	
	Ability to prioritize work using own initiative	
	Ability to work within a team working environment	
Education and Training	Knowledge of installing and testing software, maintaining equipment, installing updates and applications	NVQ Level 3 or equivalent
	Knowledge of using the internet	Knowledge of Health and Safety
	Knowledge of network management	Knowledge of First Aid
Personal Qualities	A willingness to learn and develop personal skills	Decision making skills
	A sense of responsibility	
	A caring, pro-active and flexible approach to work	

Essential ~ without which a candidate would be rejected.

Desirable ~ useful for choosing between two strong candidates

We will consider any reasonable adjustments under the terms of the Equality Act 2010 to enable an applicant with a disability to meet the requirements of the post.