



CENTRAL LEARNING  
PARTNERSHIP TRUST

## JOB DESCRIPTION – ASSOCIATE STAFF

<b>Post Title:</b>	<b>ICT TECHNICIAN</b>
<b>Scale:</b>	CLPT03/04 - £18,562 - £18,933 FTE – pro rata
<b>Responsible to:</b>	IT Manager
<b>Working hours/ Pattern/term:</b>	37 hours per week, Mon – Fri - Term Time only Annual leave must be taken in school holidays
<b>Location:</b>	You will be required at: Rotherham Hub (Coleridge Primary, East Dene Primary & Eastwood Village Primary) and will be based at Coleridge Primary School
<b>Disclosure level:</b>	Enhanced
<b>Post Purpose:</b>	Contribute to the provision of ICT Support throughout the school under the direction of the IT Manager.
<b>Main Duties and Responsibilities:</b>	<p><u>Maintenance of the School ICT Network Facilities</u></p> <ul style="list-style-type: none"> <li>• Contribute to the provision of ICT Support throughout the schools under the direction of the IT Manager</li> <li>• Advise on set up and maintenance of ICT hardware and software.</li> <li>• Ensure an up to date inventory of ICT equipment, software licenses and consumables is maintained.</li> <li>• Assist with the development and maintenance of the School Learning Platform and Intranet/Internet.</li> <li>• Undertake maintenance of ICT hardware</li> </ul> <p><u>Provide Assistant to Staff and Students using ICT</u></p> <ul style="list-style-type: none"> <li>• Setting up equipment for the delivery of the curriculum</li> <li>• Ensuring effective integration of curriculum and administrative systems to achieve maximum efficiency</li> <li>• Contribute to ICT training provision and advise school staff as appropriate</li> <li>• Develop safe working practices in relation to the use of ICT</li> <li>• Liaise with partners and suppliers of the school on ICT related issues</li> <li>• Undertake projects to enhance specific developments of ICT within the school</li> </ul> <p><u>Contribute to the School's Program of ICT Development</u></p> <ul style="list-style-type: none"> <li>• Liaise with partners and service providers to maximise the efficiency of school systems</li> <li>• Liaise with suppliers regarding the procurement of ICT products</li> <li>• Keep up to date with national and local developments in ICT and determine potential benefits for the school</li> <li>• Contribute to the School's ICT Development Plan to ensure effective and timely implementation</li> </ul>

- Contribute to the development of future ICT purchasing to maximise cost effectiveness
- Undertake discreet ICT projects on behalf of the IT Manager

#### ICT Technical Service Support

- Maintain a Help Desk system that ensures that requests for work are prioritised and completed in line with the department's standards
- Work towards achieving and maintaining agreed standards of support
- Maintain the inventory and stock management
- Problem solve and troubleshoot issues on the network such as software, hardware, configuration and user errors
- Provide high quality user support, including staff training
- Install software as required and to the standards set out by the IT Manager

#### ICT Hardware Installation and Maintenance

- Install and configure new and existing IT equipment
- Carry out repairs and maintenance to hardware to maximise efficiency of equipment
- Ensure the correct disposal of damaged and un-repairable equipment and that the school meets its recycling duties in line with current procedures

#### General Duties

- As a member of the ICT Technical team, liaise with the IT Manager and teaching staff as appropriate
- Carry out all problem solving, changes, configuration, availability, capacity and continuity processes in-line with the Framework for ICT in Schools (FITS) recommendations and guidelines under the direction of the IT Manager and the school's policies and procedures
- Actively pursue training and accreditation on agreed plans for the school network and system developments and upgrades
- To contribute to the Health and Safety of pupils and other staff in accordance with Health and Safety regulations and School Policy
- To assist with the production of an annual audit of the ICT equipment
- Research information concerning equipment, evaluate systems for best value and advise the IT Manager on purchases
- Produce orders for equipment and consumables IN agreement with IT Manager
- Assist with the implementation of projects and school ICT initiatives

#### **The post holder is required to:**

- Undertake a systematic study of practice with a consequent programme of self and professional development to ensure that the necessary skill, knowledge and understanding are kept up to date.
- Be aware of and comply with all school policies. In relation to child protection, health and safety, security, confidentiality and the Data Protection Act 1998 it is important that all staff keep up to date with current policies and any concerns are reported to the relevant named persons without delay.
- To play a full part in the life of the school community, to support its distinctive mission and the ethos.
- To act as exam invigilator when required
- To undertake such other duties which may be regarded as within the nature of the duties and responsibilities for the grade of the post as defined and subject to any reasonable adjustments

under the Disability Discrimination Act. Any changes of a permanent nature will be incorporated into the job description.

The school will endeavour to make any necessary reasonable adjustments to the post and working environment to enable access to employment opportunities for disabled post applicants or continued employment for any employee who develops a disabling condition.

The job description is current at the date shown, but following consultation with you, may be changed by management to reflect or anticipate changes in the post which are commensurate with the grade and job title.

**Endorsement**

**I accept the specified job description**

**Name** .....

**Signed** ..... **Date** .....