**St Nicholas School Canterbury**

**ICT TECHNICIAN JOB DESCRIPTION**

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| **School: St Nicholas School** | **Location:** Canterbury, Kent |
| **Job title:** ICT Technician | **Salary range:** Kent Range 5  £20,595 - £21,693 |

**Purpose of the Job:**

* To support IT facilities within the school & Offsite Satellite classes

**Key duties and responsibilities:**

* Manage school computer hardware, software and systems and provide technical support to the school network to ensure effective IT provision to the school for curriculum and administrative purposes.
* Construct and install hardware and software to develop school systems in line with changing technology.
* Set up, test and install new computers and peripherals, move and set up equipment in new locations where required
* To promote and comply with the school’s policies on Equal Opportunities and Health and Safety both in the delivery of services and the treatment of others

IT Support

* Support the school’s Microsoft Office and Office 365 services.
* Set up and test Applications and Software
* Ensure software is easily accessible for administrative and support staff, teachers and students
* Train staff in new software applications on an “as required” basis to ensure staff are able to maximize IT resources.

IT Admin

* Manage creation and deletion of users within our school network and manage users within online software used by the school.
* Manage users and permissions for SIMS (school MIS system)
* Ensure file server storage is used effectively

Networks/Security

* Assist in the resolution of network and internet problems, maintaining hardware and software to enable the smooth running of all school IT systems.
* Monitor security of data, including virus detection and updating of definition files
* Evaluate software and advise on suitability for use on the school Networks
* Maintain a software library and ensure that systems are in place to regularly backup data.

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**ICT TECHNICIAN PERSON SPECIFICATION**

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted. Applicants should describe in their application how they meet these criteria.

**Qualifications**

* NVQ Level 2 or equivalent (4-5 GCSEs A\*-C including Maths and English)

**Experience**

* Previous experience of similar work.
* Previous experience of network management
* Experience in the use of Microsoft Operating Systems and Office 365
* Experience using SIMS desirable

**Skills and Abilities**

* Ability to deal calmly, tactfully and effectively with a range of people.
* Ability to exchange information clearly and accurately, orally and in writing, with staff and suppliers.
* Ability to work in an organised and methodical manner.
* Ability to take personal responsibility for organising day to day workload.
* Ability to work effectively and supportively as a member of the school team.
* Able to use own initiative to solve problems and respond proactively to unexpected situations.

**Knowledge**

* Thorough understanding of Health and Safety procedures especially as they relate to work in the specific environment.
* Knowledge of appropriate use of relevant equipment, hardware and software configurations.
* Demonstrate an understanding of confidentiality and child protection issues in a school setting.
* Up to date knowledge of current developments in IT.
* Familiar with GDPR best practices