**Fortis Trust – Job Description**

**POST TITLE**

ICT Technician

**RESPONSIBLE TO**

Network Manager

**PURPOSE OF JOB**

To provide a technical advice and support to staff and students on the use and development of all teaching and administrative ICT systems. Ensure the maintenance of hardware and the administrative control of ICT assets including warranties and copyrights.

**1.** **DUTIES AND RESPONSIBILITIES**

Maintain up-to-date records on all educational and administrative hardware and software within the school to include details of any manufacturer’s warranties and copyrights in existence.

Prepare and install hardware and software to meet the educational and administrative ICT requirements and provide ongoing maintenance and repairs complying with the restriction of any warranties.

Provide advice and support to teachers and students in the classroom, administrative staff and students on the application and use of ICT systems.

Take an active role in developing the role of information technology within the educational curriculum and administration of the academy and wider trust.

Develop and implement a system of control to ensure the safety of systems from damage or unauthorised access.

Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Assist the Network Manager in maintain and developing the network infrastructure across the Trust.

Prepare A/V systems for staff and student use, both indoor and outdoor. Alongside assisting in preparing the sound and lighting systems for events.

Manage and maintain the Room Booking System and Asset Systems.

**2. RELATIONSHIPS**

To establish strong positive working relationships with other members of the Administration Team.

Build positive relationships with all members of the Academy and Trust community, maintaining a positive attitude.

To promote and foster good relationships and effective liaison with parents.

To promote and foster good relationships and effective liaison with other Fortis Trust Staff.

To promote good relationships and effective liaison with all appropriate external agency professionals involved with the Trust.

To promote goodwill and positive public relations with individuals and groups in the local area and the wider community.

The post holder is responsible to the Network Manager for their duties, responsibilities and tasks.

**3. OTHER RESPONSIBILITIES**

To be a key member of the Administration Team and attend relevant meetings.

To ensure the effective communication of the Fortis Trust Philosophy, Aims and Policies to staff, students and outside agencies.

To carry out any other ‘reasonable’ duties as designated by the Principal.

To carry out duties as contained in your Fortis Trust contract.

*This job description may be amended at any time in consultation with the post holder and will be reviewed annually.*

*The key tasks listed above are only an indication of the main tasks required to be performed. It is not an exhaustive list of duties and responsibilities and may be subject to amendment to take account of changing circumstances. Any changes will be made following discussion with the post holder.*

**Prepared September 2025 Next Review Date**: September 2026

**Principal’s signature:**

**Date:**

**Post holder’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Fortis Trust – Person Specification**

**POST TITLE - ICT Technician**

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| **KEY CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Experience** | * Computer literate, particularly in use of Microsoft operating systems and software * Understanding of Data Protection and Confidentiality * Ability to drive | * Experience of data management, in an education setting * An basic understanding of VLANs * Basic understanding of networking systems/software * Experience of creating Intranets |
| **Qualifications** | * GCSE’s or equivalent in English and Mathematics at grade C or above | * Apple certified * Level 3 ICT Qualification or related field |
| **Skills & Abilities** | * Excellent interpersonal skills and ability to work within professional boundaries and relate well with visitors, students and staff * Ability to work with due regard to confidentiality, data protection and safeguarding at all times * Good organisational skills * Ability to follow set procedures and use own initiative in a busy environment * A positive role model of professional practice and conduct of others |  |
| **Attributes & Attitudes** | * Punctual and reliable * Flexible approach, including a sense of humour and positive attitude toward work * Calm, tactful and collaborative manner * Trustworthy and discreet for confidentiality * A team player who is enthusiastic and willing to work with others |  |
| **Equality, diversity and inclusion** | * Knowledge, understanding and commitment to equality, diversity and inclusion formed by practical experience and application |  |
| **Safeguarding** | * Knowledge, understanding and commitment to safeguarding and promoting the welfare of students * Ability to form and maintain appropriate relationships and personal boundaries with students |  |