**JOB DESCRIPTION & PERSON SPECIFICATION**

**Job Title:** ICT Technician

**Job Purpose:** To be responsible, through the ICT support team, for the care and maintenance of ICT equipment and materials throughout the school.

**Responsible to:** The Network Manager in the first instance

**Salary:** Kent Range 6 or 7, depending on experience

(Salary Range £19,864 - £24,790)

**Hours:** 37 hours per week, 52 weeks per year

**Working in the Simon Langton Schools and contributing to the Langton Ethos**

Whatever your role in the schools, as amember of the Langton staff you play a part in supporting the teaching and learning aims of the school and in encouraging the personal development of all students.

For all members of Langton staff our fulfilment is gained through participating in the life of the schools and observing the impact we have on our students. We are working to help all our students to develop a sense of identity which will help them to become independent and autonomous adults with the personal resilience and intellectual courage to lead successful and meaningful adult lives.

**Our contribution to Langton students**

The Langton Ethos is a guideline which describes the attitudes of fulfilment, belonging and, above all, the sense of wonder we hope to develop in our students. These attitudes can be described simply:

**Fulfilment** Fulfilment involves achievement but this is not simply achievement in examinations and tests. It may refer to the sense of fulfilment gained through participation in any one of the huge range of opportunities made available to our students.

**Belonging** Meaningful achievement in school helps a student to develop a sense of identity, both as an individual and within the context of the Langton Ethos and, in turn, this sense of belonging gives rise to greater levels of commitment, achievement and success.

**Sense of** We encourage our students to ask big questions that address the complexities of the

**Wonder** universe, the world and the human condition. Our vision is for students to be struck

by sensations of humility, awe and wonder at the scale of the universe, the

complexity of life and the significance of human thought, encouraging in them

reflection and profound contemplation that they may consider and appreciate the

value of life and how it can be meaningfully lived.

# Main Responsibilities

* Helping to manage the daily operations of the school network, clients, peripherals and software.
* Manage efficient and timely responses to requests made to the Helpdesk.
* Support the smooth implementation of specific ICT projects.
* To help in maintaining a safe and clean working environment.
* Support teaching staff in their use of ICT in specific teaching and learning programs.
* Support the Network Manager in all ICT related issues and to undertake any other reasonable duties commensurate with the scale of the post and as required by the Headteacher.

# Assist the Network Manager in the following tasks:

* Procurement of educational and office hardware and software and ensure effective value for money solutions have been implemented.
* Contribute to the maintenance of the integrity and currency of information managed through the SIMS.net system and other school management systems.
* Undertake regular audits of software and hardware, particularly student and staff laptops, to ensure that it has the latest protective software and data consistent with the school’s Acceptable Use policies.
* Ensure regular back-up of data and efficient recovery of lost data when needed.
* Ensure that crisis and disaster recovery strategies are developed, implemented and regularly tested and reviewed.
* Undertake regular audits and house-keeping to ensure that network storage capacity is managed effectively.
* Ensure that the school’s network and ICT resources are kept secure.
* Ensure that copyright, data protection and licensing regulations are upheld at all times.
* Maintain an accurate inventory of ICT resources across the school.
* Promote the safe use of ICT, including outside of school – particularly with respect to the internet and social networking.
* Support the induction of new staff and learners, with respect to the use of the range of ICT within the school.

**Specific tasks relevant to the role:**

* Add/delete learners and staff from the network as needed and appropriate.
* Additional duties may include support for IT at special events, such as Parents’ Evenings, conferences, charity events, Music and Drama productions.

**General:**

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the school’s policies and procedures on records management.

This job description is not necessarily a comprehensive definition of the post. It may, from time to time, be subject to modification or amendment in consultation with the holder of the post and other relevant parties.

# Person Specification

**Qualifications & Experience**

* Good GCSEs/GCE O Levels as a minimum.
* An ICT background would be beneficial.
* Knowledge of and experience in maintaining ICT equipment.
* Knowledge of Health and Safety in relation to the use of ICT equipment.

# Skills

* In using and maintaining ICT equipment.
* In working calmly, carefully and quickly under pressure.
* In communicating effectively orally and in writing.
* In dealing courteously and effectively with adolescents and adults.

# General Commitment

* Willingness to conform to the School’s aims and policies.
* Demonstrate to the satisfaction of the interviewing panel a personal commitment to produce work of the highest quality in a manner to assist the teaching staff to obtain the highest standards of individual pupil achievement regardless of gender, race or class.