

DOVER GRAMMAR SCHOOL FOR BOYS

Job Description – ICT Technician

All job descriptions are current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Post	ICT Technician
Contract Type	Permanent, 37 hours per week, 42 weeks per year
Core Purpose	To support the use of ICT within the school environment through maintenance of ICT software, hardware and related equipment, and providing support to staff & pupils to ensure administration & learning outcomes are maximised.
Salary	KR5 currently £19,723 - £20,893 FTE (Pro Rata £17,831 - £18,889)
Line Management	Director of ICT
Disclosure Level	Enhanced

Key Duties and Responsibilities
<ul style="list-style-type: none">• Be responsible for the installation and maintenance of computer hardware and software.• Maintain a comprehensive database of all support requests, prioritise and action jobs as appropriate.• Ensure dedicated ICT areas are ready for use each day and that they are in good working order at the end of each day.• Check hardware regularly, repairing simple faults or reporting more complicated faults to line manager / contractor as appropriate.• Support teaching staff / pupils in technical aspects of ICT.• Support the Office Manager and Exams/Data Manager with the creation of various ICT accounts for new students and staff each year.• Maintain computer files by backing up / archiving and updating / deleting information as appropriate.• Maintain and develop network.• Support adherence to ICT policies, including those relating to safeguarding and internet usage, Data Protection and Information Management (including data transfer) and report any concerns.• Resolve hardware / software technical issues.• Provide basic, bespoke ICT training for staff and pupils.• Check and maintain stocks of ICT equipment.• Provide technical support for the annual Dover Test (a Saturday morning in September) and other key school activities such as exam results days.• Supervise student use of a computer room during the lunch break as required.

Additional Duties
<ul style="list-style-type: none">• To undertake training as necessary• To engage actively in the performance management review process and address the appraisal targets set by the line manager• To play a full part in the life of the School community, to support its distinctive aim and ethos and to encourage staff and students to follow this example

- To adhere to the School's policies and procedures
- To take reasonable care of his/her own health and safety and that of others who may be affected
- To inform the Premises Manager of any matter that would reasonably be considered to represent shortcoming in the arrangements for health and safety.
- To show a record of excellent attendance and punctuality
- To undertake any other duty as specified by the Headteacher or Chair of Governors not mentioned above