



## JOB DESCRIPTION

<b>Job Title:</b>	ICT Technician
<b>Accountable to:</b>	ICT Network Manager

### **Purpose of job:**

To provide maintenance and support for the school's ICT infrastructure and to aid in the teaching of ICT to students by providing a technical backup for all staff.

### **Key Responsibilities:**

1. To support and maintain ICT equipment throughout the school.
2. Maintain a log of all work carried out, document technical procedures and solutions, liaise with external suppliers for the repair of equipment under warranty or insurance
3. Diagnose and repair hardware and software faults where possible, and to otherwise report them to the ICT Network Manager for assistance.
4. Manage and maintain AD, DHCP, DNS, Group Policy including the use of Office 365 and Endpoint management.
5. Check the functioning of all associated network connections and devices such as network cards, data outlets, patch leads and switches.
6. Unpack and install ICT equipment including computers, tablets and other associated peripherals.
7. Monitoring of students' network activity and alerting ICT Network Manager to any issues that may arise.
8. To install and test curriculum and admin software.
9. Maintain and be accountable for accurate records of hardware and software, including licenses.
10. To support the teaching of ICT with technical input as and when required.
11. To carry out any other relevant duties as may be required by the ICT Network Manager from time to time.
12. To support students and staff in their use of Apple hardware, software and device incidents.

### **Support for the school**

1. Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
2. To contribute to overall ethos, work and mission statement of the school.

3. To undertake broadly similar duties commensurate with the level of the post as required by the Headteacher.
4. Participate in the school's appraisal process.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be set out in the above job description, but please note that The Lenham School maintains the right to update your job description from time to time, to reflect changes in or to your job. You will be consulted about any proposed changes.