



# Highclare School

## Job Description: ICT TECHNICIAN

### Job Purpose:

As part of the School Support Services the post holder will support the ICT across the whole school environment through maintenance of ICT software, hardware and related equipment and ongoing technical support to staff and pupils.

### Duties and Responsibilities

1. Ensure dedicated ICT areas are ready for use each day and are in good working order
2. Check hardware regularly and report any faults
3. Participate in the collation, processing and storage of data and information to comply with school reporting requirements
4. Adhere to ICT policies, including those relating to safeguarding and internet usage
5. Assist with the installation and maintenance of hardware and software
6. Perform regular 'back-up' operations of the school's file servers
7. Update virus protection programs
8. Assist with the maintenance of the school's software security systems
9. Clearing out 'obsolete' material
10. Ensure that all hardware is security marked
11. Maintain the schools hardware database
12. Maintain the schools network printers
13. Maintain the schools video editing facilities
14. Support and maintain the interactive whiteboards and projectors throughout the school
15. Proactively assist staff in solving any problems with using the school's network and to liaise with the ICT Manager and external agencies/companies as necessary.
16. Attend and support school events outside normal hours as required.
17. To undertake other duties of a similar level and responsibility as may be required from time-to-time.
18. Adhere to the ethos of the school:
  - Promote the agreed vision and aims of the school
  - Set an example of personal integrity and professionalism
  - Attend appropriate staff meetings and parents' evenings
19. Carry out other duties as commensurate with grade in order to ensure the smooth running of the school.

Highclare School is committed to safeguarding and promoting the welfare of its pupils. There is a legal requirement to provide satisfactory replies to List 99 enquiries which are obtained in the form of an Enhanced Disclosure from the Disclosure and Barring Service.