



BRANSTON COMMUNITY ACADEMY JOB DESCRIPTION



SCHOOL TECHNICIAN ICT

- GRADE:** SCP 3-6 – (Actual salary £19,402 – £20,480p.a.)
- 37 hours per week for 43 weeks (paid weeks 48.61)
- POST DESCRIPTION:** The Technician duties described while mainly involving work servicing the seven 30-place ICT centres, wireless laptop banks and some smaller computer clusters, will also involve maintenance of networked resources and work solving problems as they arise across the Academy.
- RESPONSIBLE TO:** ICT Systems Manager
- RESPONSIBLE FOR:** No direct subordinates.
- JOB PURPOSE:** To set up and maintain computers, software and the Academy networks to a high standard and to support students and staff in the use of the Academy's systems, being responsible for his/her own work. The post therefore requires the interpersonal skills to relate appropriately to both teaching staff and Academy students and members of public where necessary.
- The Principal will determine within the total hours available, and the skills held by the person appointed, the priority to be given to the key tasks listed below.
- KEY TASKS:**
1. To assist the Academy ICT Systems Manager in maintaining the Academy's networks.
 2. To support staff and students in their use of ICT.
 3. To install software upgrades and patches as required.
 4. To maintain networked resources..
 5. To liaise where requested by the ICT Systems Manager with outside bodies and/or their representatives.
 6. To carry out first line maintenance and repair of equipment to appropriate standards to meet the requirements of the Academy and to keep records of stock and faults.
 7. To assist in maintaining safety in teaching spaces, preparation rooms and stores and take all necessary precautions to avoid danger to persons or property.
 8. To carry out stocktaking, inspection of apparatus and services, and risk assessments as appropriate for technician and classroom activities
 9. To undertake such record-keeping duties as may be authorised to meet the needs of the Academy.

10. To maintain a knowledge of the regulations and procedures relating to health and safety and appropriate documentation.

15. Such other duties as may be determined from time to time within the general scope of the post; duties and responsibilities outside the general scope of the post will only be required with the agreement of the post holder.

16. Some coverage required outside of the normal school day.

REGULAR CONTACTS: SLT, staff of the Academy, students, members of the public

QUALIFICATIONS: Good educational standard, preferably with BTEC, NVQ 3 or equivalent qualification in appropriate subject(s).

PERSON SPECIFICATION:

Essential

- 1 ICT literacy to a good level
- 2 Good knowledge of computer hardware
- 3 Ability to be receptive of others ICT needs and communicate appropriately
- 4 Ability to lift and move computer equipment after appropriate training
- 5 Ability to learn new skills to fulfil the role in an ever changing environment

Desirable:

- 1 Good knowledge of Microsoft Office & Office 365
- 2 Experience/knowledge of computer networks & support environment
- 3 Good programming skills

Applicants should note that Branston Community Academy is committed to safeguarding and promoting the welfare of young people and expect all staff share this commitment.

All posts will be subject to an enhanced DBS disclosure, medical, reference and social media checks.

All Pre-employment checks are in line with "Keeping Children Safe in Education"

Closing Date: Tuesday 18th April 2023

In the interests of economy we will not be writing to all unsuccessful candidates and you should assume that if you have not heard from us within four weeks of the closing date you are not being called for interview.