

Northern Education Trust – Job Description

Job Title:	ICT Technician		
Base:	Academy		
Reports to:	Trust Network Manager	Grade:	SCP 8 -12
Service responsibility:		Salary:	£19,945 - £21,589 (FTE)
Additional:	Regular travel may be required across NET sites.	Term:	37 hours per week, whole time

JOB PURPOSE

- To support the provision of high quality and professional ICT support service to all staff and students within the Academy.

JOB SUMMARY

1. To provide first line ICT support to staff and students within the Academy;
2. To assist with the maintenance of all ICT rooms and equipment throughout the Academy and ensuring that the ICT software/hardware inventories are up to date;
3. Manage own workload through the allocation of calls via the Helpdesk;
4. Assist with the general technical support of the ICT department;
5. Support with the evaluation of new and existing software;
6. Assist in the development of recording systems for ICT usage throughout the department;
7. Assist in providing technical support for staff presentations;
8. Commission, maintain, test and repair electronic/computer systems, associated peripherals and AV equipment ensuring this equipment complies to Health and Safety legislation;
9. Assist the relevant Managers with Portable Appliance Testing ensuring health and safety legislation is followed;
10. Maintain the Academy website/VLE;
11. Actively ensure continuous professional development is addressed through accessing appropriate development opportunities and to share learning with others;
12. To comply with Academy / Trust policies and procedures at all times.

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed:

Date: