**POST TITLE:** ICT Technician (Technician 2)

**GRADE:** 2

**Job Evaluation Ref No: Z6217**

**HOURS:** 20 (Term Time + 5 Days)

**LOCATION:** VILLA REAL SCHOOL

**RELEVANT TO THIS POST:**

**Disclosure & Barring Service:** Subject to DBS Enhanceddisclosure

**ORGANISATIONAL RELATIONSHIPS:**

The post holder will be accountable to the Head Teacher and School Business Manager.

**DESCRIPTION OF ROLE:**

To provide an efficient and effective ICT Support Service to the School.

**QUALIFICATIONS:** An ICT Qualification and knowledge and skills equivalent to National Qualifications Level 3

**DUTIES AND RESPONSIBILITIES SPECIFIC TO THIS POST:**

* To work independently and show initiative in providing an ICT Support Service covering Hardware, Software and Peripherals. This includes administration of the network, maintenance of related equipment and other learning resources.
* To maintain the school website, database administration and occasional staff training.
* To program the light and sound system for the pool.
* To maintain and assist staff in using the projector and computer system in the Hall.
* To work logically and methodically to set deadlines.
* To maintain accurate manual and electronic records relating to all work carried out and produce relevant documentation where appropriate.
* To safely store and secure all equipment and associated materials.
* To be responsible for managing the class alarms.
* To be responsible for maintaining the whiteboards, printers and photocopiers, and dealing with service contractors where necessary.
* To be responsible for production of the School newsletter.
* To be responsible for updating the school plan.
* To be maintain and set up passwords and email accounts for staff.
* To attend training as determined by the Head teacher.

**COMMON DUTIES AND RESPONSIBILITIES:**

**Quality Assurance**

To set, monitor and evaluate standards at individual, team performance and service quality so that school’s requirements are met and that the highest standards are maintained.

To establish and monitor appropriate procedures to ensure that quality data are reported and used in decision making processes and to demonstrate through behaviour and actions a firm commitment to data security and confidentiality as appropriate.

**Communication**

To establish and manage the team communications systems ensuring that the school’s procedures, policies, strategies and objectives are effectively communicated to all employees.

**Professional Practice**

To ensure that professional practice in the school is carried out to the highest standards and developed in line with the school’s stated objectives of continual improvement in quality of its service to internal and external customers.

**Health and Safety**

Manage health and safety in their area of responsibility in accordance with the relevant section(s) of the school’s Health and Safety policy and to ensure that the Health and Safety policy, organisation arrangements and procedures as they relate to areas, activities and personnel under your control are understood, implemented and monitored.

**Equality and Diversity**

As an organisation we are committed to promoting a just society that gives everyone an equal chance to learn, work and live free from discrimination and prejudice. To ensure our commitment is put into practice we have an equality policy which includes responsibility for all employees to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

These policies apply to all employees of Durham County Council including school-based employees.

**Confidentiality**

All employees are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work unless it is permitted for the purposes of their role, they have explicit consent from the person concerned or exceptions governed by legislation.

All employees must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using school information assets. The school has a Personal Information Security Policy in place.

**Induction**

The school has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Head Teacher.