

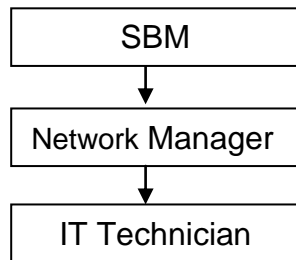


WOKINGHAM BOROUGH COUNCIL JOB DESCRIPTION

Job Title: ICT TECHNICIAN - LEVEL TWO	Job ref: SCH 231
School: The Bulmershe School	Salary: £18,070- £20,138 FTE start ps18
Reports To: IT Network Manager	
Grade: 4	
Employment Status: Permanent	
Hours of Work: Full Time - 37hours per week Term Time Only	
Job Purpose To assist in the maintenance of the school's IT network and IT facilities under the direction of the line manager.	
Departmental/Team Purpose: The purpose of the school is to meet the educational needs of children and young people within the local community.	

Organisation Chart:

Show the structure two levels above and two levels below in the Division or Section – example boxes and lines have been supplied below:



Scope

Financial Accountabilities

NONE

Budgets directly controlled (please state if this has been delegated to the post-holder)
Budgets monitored on day-to-day basis:

Staff Responsibilities

NONE

Number of employees managed/supervised:
Number of FTE (Full Time Equivalent) employees managed/supervised:

Management of Physical Assets

NONE

Nature of physical assets directly controlled, (e.g. children's home):
Details of service contracts managed:

Summary of Main Contacts.

- Teachers
- Pupils
- External agencies
- Other school staff
- Other professionals
- LEA

Safeguarding statement

We take our safeguarding responsibilities very seriously, and we work hard to make sure our school has effective safeguarding systems in place. We expect everyone working in the school to share a common objective to help keep children and young people safe by contributing to:

- providing a safe environment for children and young people to learn in
- identifying children and young people who are likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting.

Main Tasks/Accountabilities	Approx% of working time spent
List up to ten key tasks or main accountabilities. Begin each task with an action verb. This is not intended to be an exhaustive or definitive list, you may be required to carry out other duties as required	
1. Technical tasks on networked computers either client/server or peer to peer networks – both admin and curriculum. Included in 70% task	
2. Configure items of equipment, including building workstations for use on a network; maintaining a library of drivers and configuration files. Included in 70% task	
3. Unpack and install ICT equipment such as new computers and peripherals, and enter all new equipment into an inventory file. Included in 70% task	
4. Check and re-fit printer toner and cartridges and carry out periodic printer maintenance such as head cleaning and alignment. Included in 70% task	
5. Knowledge and oversight of whole school networking topology, connections and components. Included in 70% task	
6. Network management: user maintenance, allocating resources to users, maintaining user, public and shared folders and desktops. Included in 70% task	
7. Install updates, archive data, assist with data export for school administration systems. Liaise with supplier. Included in 70% task	
8. Diagnose and report faults to maintenance contractor. Liaise with contractor in fixing simple faults not requiring a site visit. Included in 70% task	
9. Build applications for use across a network. Install and configure management applications. Included in 70% task	
10. Classroom support for operation of computers, peripherals and software across the network. Included in 70% task	
11. Provide assistance with other IT and technical non mechanical equipment within the school. 5%	
12. First Aid- emergency first aid desirable. Less than 5%	

13. Any other duties that reasonably fall within the purview of
the post. 20%

100%

PERSON SPECIFICATION

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

Knowledge/Qualifications: (including professional body qualifications, NVQs etc and Training) – What does the postholder need to know in order to be able to carry out the role to the level required.

- NVQ Level 3 or equivalent
- Knowledge of Health and Safety
- Knowledge of installing and testing software, maintaining equipment, installing updates and building applications
- Knowledge of using the internet
- Knowledge of network management
- First Aid

Skills/Abilities: Problem solving, creative thinking, team working, quality focus, customer service, report writing, IT skills, people management.

- Ability to work within a team working environment
- Excellent communication and interpersonal skills
- Ability to prioritise tasks
- Confidentiality at all times
- An ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary.

Experience: type, level and length.

- At least 3 years experience in a similar role
- Working knowledge of main hardware and software components of the PC
- Experience of supervising staff

Personal Qualities: or character relevant to the job such as ability to work as part of a team, a caring attitude, a good listener, a sense of responsibility, a positive attitude etc.

- A pro-active and flexible approach to work
- A sense of responsibility
- Decision making skills
- A willingness to learn and develop personal skills

Special Factors: e.g. hold driving license, work special hours, prepared to travel, attend evening meetings, hazardous conditions etc

