



BACTON COMMUNITY MIDDLE SCHOOL

Job Description for ICT Apprentice Technician

Responsible to: Network Manager
Job Purpose: To provide effective network and Technician support in ICT to meet the needs of the users

Main Duties and Responsibilities:

The Job Description sets out the main duties and responsibilities of the post. The holder will work closely with all teaching staff using ICT facilities, providing general and high level technical support.

1. Preparation and Clearance of ICT rooms:

- a) Ensure all apparatus (keyboards, printers, VDUs, stand-alone machines etc) is available for use.
- b) Provide technical assistance and advice to teachers and pupils, when you can and escalate if needed.
- c) Where appropriate, ensure that all labels referring to safety hazards are clearly visible.
- d) Ensure that all items are in good working order and, in cases of malfunction, report and arrange repairs through the established procedure.
- e) Dispose of, or reclaim, all waste materials in accordance with procedures and Health and Safety requirements.
- f) Keep a weekly record of work done.

2. ICT Maintenance/Development:

- a) Carry out maintenance and first-line repairs to software, equipment and apparatus; report any need for further repairs or replacement to the Network Manager as appropriate.
- b) Assist with the arrangement of repairs and servicing of equipment through the established procedure.
- c) Keep the ICT rooms tidy and user-friendly.

- d) **Develop/install Networking software and hardware as appropriate under the guidance of the IT staff.**

3. Health and Safety:

- a) **Ensure that all hardware, software, apparatus, appliances, equipment and materials are kept in their designated places and that appropriate Health and Safety and security measures are observed and report any issues to the senior IT staff.**
- b) **Ensure that Health and Safety Regulations and relevant legislation are observed and report any issues to the senior IT staff.**

4. Miscellaneous:

- a) **Liaise with all teaching, support, administrative and technical staff within the school, other establishments and agents.**
- b) **Comply with the Suffolk County Council booklet entitled “Use of Computers and the Law” and comply with the school Computer Use Policy when issued. Ensure all staff who use the computers have been issued with a copy of the SCC booklet, including supply teachers as appropriate.**
- c) **This job description sets out the major duties associated with the stated purpose of the post. It is assumed that other duties of a similar level/nature undertaken are not excluded because they are not itemised.**
- d) **The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes. Appropriate training will be given to enable the post holder to undertake new/varied work.**
- e) **Complete training that will be given to a good standard.**

The post holder is not empowered to vary the established procedures.