The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have.

Note for recruiting managers: If you are recruiting for an existing post, reuse the Job Description and Person Specification that already exists for the job.

**Job details**

- **Job title:** ICT Technician
- **Directorate:** [School name - amend as appropriate]
- **Reporting to:** Headteacher
- **Grade:** Scale 5

**Job description**

- **Purpose of the post:**
  - Under the guidance of senior staff, to provide specialist support in a specific curricular/resource area, including preparation and maintenance of resources and support to staff and pupils.
  - To provide specialist ICT support, including preparation, and maintenance of ICT resources and support to staff and pupils. Under the guidance of senior staff ensure that the school/centre establishes and maintains high quality learning facilities.

- **Main duties and responsibilities:**
  - **Support for Pupils:**
    - Use specialist skills/training/experience to support pupils.
    - Provide feedback to pupils in relation to progress and achievement.
  - **Support for the Teacher:**
    - Create and maintain a purposeful, orderly and productive working environment.
    - Ensure timely and accurate design, preparation and use of specialist equipment/resources/materials.
    - Assist in the development of lesson/work plans, administration of coursework, work sheets etc.
    - Contribute to planning, development and organisation of systems/procedures/policies.
    - Be responsible for maintaining records, information and data, producing analysis and reports as required.
    - Promote and ensure the health and safety and good behaviour of pupils at all times.
    - Undertake marking of pupils work within a specialist area and accurately record achievement/progress.
    - Administer and assess routine tests and invigilate exams/tests.
Support for the Curriculum:
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
- Maintain specialist equipment, check for quality/safety, undertake specialist repairs/ modifications within own capabilities and arrange for additional repairs/modifications to be carried out by others.
- Demonstrate and assist in the safe and effective use of specialist equipment/materials.
- Provide specialist advice and guidance as required.
- Implement agreed work programmes/practical lessons under the guidance of the teacher.

Support for School:
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Line management of support staff within ICT as appropriate within guidelines developed by the school.
- Implement planned supervision of pupils out of lesson times which are ICT related e.g. clubs/extra-curricular activities.

Responsibilities:
- Under the guidance of senior managers, develop the security and long-term planning of the network. Work with senior staff to produce short, medium and long term development plans.
- Investigate new technologies and work within an agreed budget to purchase, install and ensure all staff are conversant and confident in the use of new equipment.
- Develop and maintain ICT infrastructure that supports staff and students using specialist and general ICT facilities.
- Trouble-shoot and repair when possible ICT and audio visual equipment problems.
- Install hardware and remove software on workstations. Ensure maintenance of all hardware, software, and equipment.
Co-ordinate a plan for security updates of workstations, inform staff of critical updates and manage licences of software for workstations and servers.

- Keep an inventory of all equipment and ensure that all equipment is security tagged/marked after purchase.
- Maintain printers in terms of refilling printer toner and ink cartridges, head cleaning and alignment.
- Pre-load software prior to lessons.
- Ensure the efficient running of the ICT suite.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

General requirements:

- Take part in the school’s performance management system.
- Attend governing body meetings on a regular basis.
- Enhanced CRB Check.
- Strong commitment to furthering equalities in both service delivery and employment practice.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
## Job Description and Person Specification

### Job title:
ICT Technician

### Person Specification

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>1. NVQ level 3 or equivalent qualification, or experience in relevant discipline i.e. ICT networking equipment and software across an organisation.</td>
<td>✓</td>
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<thead>
<tr>
<th>Experience</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>2. Experience of a specific area in a learning environment.</td>
<td>✓</td>
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<tr>
<td>3. Experience of specific training in specialist area.</td>
<td>✓</td>
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<tr>
<th>Knowledge</th>
<th>Essential</th>
<th>Desirable</th>
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<td>4. Full working knowledge of relevant polices/codes of practice and awareness of relevant legislation.</td>
<td>✓</td>
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<th>Skills</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>5. Very good numeracy/literacy skills.</td>
<td>✓</td>
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<td>6. Effective use of ICT and other specialist equipment/resources.</td>
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<td>7. Ability to self-evaluate learning needs and actively seek learning opportunities.</td>
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<td>8. Ability to relate well to children and adults.</td>
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<td>9. Ability to work independently and collaboratively to ensure the delivery of agreed workload.</td>
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<tr>
<td>10. Display commitment to the protection and safeguarding of children and young people.</td>
<td>✓</td>
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