Advanced Technician (ICT)
Grade 7

Job purpose

Co-ordinating the use of, and development of the school's information and technology activities, including the provision of guidance and support for learning activities for all pupils within school.

- Service Provision
- Technical ICT Support
- Administration
- Health and Safety

Key areas of responsibility

- Carry out your duties under the guidance and direction of your line manager and in line with the school's policies, procedures, relevant legislation, and requirements.
- Work professionally and be a positive role model, upholding and exemplifying the school values, to ensure that the school site and buildings are of the highest standards to visit, work and learn in.
- Develop positive professional relationships with colleagues including, recognise and respect the role and contribution of colleagues, parents and stakeholders.
- Take responsibility for your own professional development and participate in relevant training/CPD to improve practice, through observation, reflection, evaluation and discussion with colleagues as required by Senior Leader.
- Actively support the school's commitment to safeguarding and promoting the welfare of children and young people by following relevant statutory guidance along with the school's policies and practices. Refer to the school's website for further information.

Service Provision

- Assist with the specifying, procuring, installing, and supporting of networks including the cabling system, server and operating system.
- Assist with the specifying, procuring, installing, and supporting of PC's, printers, and miscellaneous peripherals.
- Assist with installing, configuring, and upgrading of application software.
- Assist with the specifying, procuring, and fitting of security devices.
- Assist with the restoring and transferring of user data.

Technical ICT Support

- Maintain a level of technical awareness appropriate to the functions being supported.
- Set up workstations in required locations ensuring that systems are switched on, ready for use and operating correctly.

- Assist in providing first response support for application software and hardware problem solving.
- Provide basic assistance to teachers, pupils and other members of staff in use of computer equipment, software and procedures (including ICT inset events).
- Install new software, hardware upgrades and replacement components as required.
- Provide basic maintenance and cleaning support for all computer equipment and networks, including the connection and commission of new equipment, and security marking.
- Assist in the preparation of material and equipment required for teaching to include the reproduction, printing and downloading of materials.
- Carry out basic management on both file servers and workstations, restoring data as necessary and operating specified back up procedures.
- Administer access security through operating user ID, password and access rights systems.
- Assist in supporting/advising students during lessons and/or at extra-curricular/ICT activities, and inset events.

Administration

- Operate an efficient system for the storage and distribution of hardware software discs and associated documentation (including loans and bookings).
- Maintain appropriate inventory and cataloguing systems for new, existing and obsolete stock.
- Organise the repair and/or replacement of ICT and/or reprographics and audio-visual equipment including liaison with the external suppliers and in consultation with senior management.
- Make petty cash purchases (if schools have a petty cash fund) and/or requisitions of stock in line with the schools established financial and authorisation procedures.
- Receive and check deliveries and associated invoices.

Health and Safety

- Carry out routine Health and Safety checks on ICT and/or reprographics and audio-visual equipment reporting to relevant Senior Leader.
- Where appropriate, undertake electrical testing of portable electrical equipment maintaining all associated paperwork.

Employee Specification

To be shortlisted for the role, please demonstrate on your application form how you currently meet the "Essential" criteria, and the "Desirable" criteria wherever possible.

Knowledge, qualifications, skills and experience	Shortlisting criteria
Experience of working with computers including installing new software packages and upgrading hardware.	Essential
Experience of working with computer networks.	Essential
Experience of purchasing and installing IT equipment.	Essential

Knowledge, qualifications, skills and experience	Shortlisting criteria
Experience of basic maintenance and cleaning support for all computer equipment and networks including the connection and commission of new equipment.	Essential
Experience/ Qualifications in ICT and related fields, or equivalent.	Essential
Knowledge of a variety of computer applications.	Essential
Organisational skills to prioritise work and meet deadlines.	Essential
Ability to install and support networks.	Essential
Ability to work on own initiative and as part of a team.	Essential
Commitment to ongoing training and development.	Essential
Accepts an enhanced DBS and barred list check is required. **Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.**	Essential
Accepts standard screening plus any other medical screening as decided by the occupational health physician, appropriate to occupational risk. Any offer of employment is subject to satisfactory health clearance.	Essential
Previous experience of working in a school environment.	Desirable

The following criteria's which may involve written exercises, group discussions, presentations, interview etc. will be tested after the initial shortlisting and during the recruitment process.

Knowledge of and commitment to the Local Authority's Equality and Diversity Policy and how it relates to the duties of the job.
Literacy and numeracy skills to undertake the duties of the post including purchases, requisitions of stock, checking deliveries and associated invoices.
Ability to provide relevant advice and support to Teachers including assisting with classes/ demonstrations where appropriate.
Ability to communicate effectively with staff and pupils.

General information

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge and remit of the job.

For Office Use Only:

Job Category	SCHOOLS (Maintained)	Grading ID	42240
Job ID	42240	Last Updated	July 2024

Contractual Variants

DBS Category	Children's Workforce	DBS Type	Enhanced + Child Barred List
Health Check	Yes	Other	No
Standby	No	Checked by HR	Yes