KIRKLEES COUNCIL

SECTION: **ALL SCHOOLS MODEL-TECHNICIAN**

JOB TITLE: **ADVANCED TECHNICIAN 7 (ICT)**

GRADE: **7**

PURPOSE OF JOB

To be responsible to the Head of Department in 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/students within the school.

KEY AREAS

1. Service Provision
2. Technical ICT Support
3. Administration
4. Health and Safety
5. General

DUTIES AND RESPONSIBILITIES

1   Service Provision

1.1   To assist with the specifying, procuring, installing and supporting of networks including the cabling system, server and operating system.

1.2   To assist with the specifying, procuring, installing and supporting of PC's, printers and miscellaneous peripherals.

1.3   To assist with the installing, configuring and upgrading of application software.

1.4   To assist with the specifying, procuring and fitting of security devices.

1.5   To assist with the restoring and transferring of user data.

2   Technical ICT Support

2.1   Maintain a level of technical awareness appropriate to the functions being supported.

2.2 Set up workstations in required locations ensuring that systems are switched on, ready for use and operating correctly.

2.3 Assist in providing first response support for application software and hardware problem solving.

2.4 Provide basic assistance to teachers, students and other members of staff in use of computer equipment, software and procedures (including ICT inset events).

2.5 Install new software, hardware upgrades and replacement components as required.

2.6 Provide basic maintenance and cleaning support for all computer equipment and networks, including the connection and commission of new equipment, and security marking.

2.7 Assist in the preparation of material and equipment required for teaching to include the reproduction, printing and downloading of materials.

2.8 Carry out basic disc management on both file servers and workstations, restoring data as necessary and operating specified back up procedures.

2.9 Administer access security through operating user ID, password and access rights systems.

2.10 Assist in supporting/advising students during lessons and/or at extra curricular/ICT activities, and inset events.

3 **Administration**

3.1 Operate an efficient system for the storage and distribution of hardware software discs and associated documentation (including loans and bookings).

3.2 Maintain appropriate inventory and cataloguing systems for new, existing and obsolete stock.

3.3 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.

3.4 Make petty cash purchases and/or requisitions of stock in line with the schools established financial and authorisation procedures.

3.5 Receive and check deliveries and associated invoices.

JOB DESCRIPTION

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4 **Health and Safety**

4.1 To carry out routine Health and Safety checks on ICT and/or reprographics and audio-visual equipment reporting to relevant senior manager.

4.2 Where appropriate undertake electrical testing of portable electrical equipment maintaining all associated paperwork.

5 **General**

5.1 As part of your wider duties and responsibilities you are required to promote and actively support the School's/LA's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

Please click here to read our safeguarding policy.
Alternatively go to:
https://jobs.kirklees.gov.uk/GenText.aspx?page=page1

5.2 Carry out your duties with due regard to current and future School's/LA's policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, ongoing performance development and through School communications.

RESPONSIBLE TO: **Head of Department (school to indicate)**

RESPONSIBLE FOR: **None**

JD Reference No	SS/T07/ICT
JD Prepared / Amended	OCT 2009
Refers to Estab(s)	

JOB DESCRIPTION

CONTEXT SHEET

JOB FAMILY	BUSINESS SUPPORT
ROLE	Advanced ICT Technician
GRADE	7

What will your role be in addition to the duties in the Job Description?

To be responsible to the Network Manager in 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/students within the school and to support remote learning.

Specific duties

- Managing the school VLE system.
- Managing the school website.
- User account administration.ie creating user accounts, resetting passwords, making groups etc
- Managing and delivering laptop bookings.
- Producing content and updating digital signage screens.
- Managing of the Media Server.
- Basic firewall management using Smoothwall such allowing specific website access for teachers.
- Managing permissions on files and folders on the internal file server and externally through SharePoint.
- To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the postholder's supervisor.

RESPONSIBLE TO: IT Manager

RESPONSIBLE FOR: None

Context Reference No	T/T07/ICT
Context Prepared / Amended	Nov 2020

EMPLOYEE SPECIFICATION

DIRECTORATE: Children & Young People   **SECTION:** All Schools Model

JOB TITLE: Advanced Technician (7) (ICT)   **GRADE:** 7

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
1.	RELEVANT EXPERIENCE	1.1	Experience of working with computers including installing new software packages and upgrading hardware.	Application Form/ Selection Process	A
		1.2	Experience of working with computer networks.	Application Form/ Selection Process	A
		1.3	Experience of purchasing and installing IT equipment.	Application Form/ Selection Process	A
		1.4	Experience of basic maintenance and cleaning support for all computer equipment and networks including the connection and commission of new equipment.	Application Form/ Selection Process	A
		1.5	Experience in a school environment.	Application Form/ Selection Process	B
2.	EDUCATION AND TRAINING ATTAINMENTS	2.1	Literacy and numeracy skills to undertake the duties of the post including petty cash purchases, requisitions of stock, checking deliveries and associated invoices.	Application Form/ Selection Process	A
		2.2	Experience/Qualification in ICT and related fields, or equivalent.	Application Form/ Selection Process	A
3.	GENERAL AND SPECIAL KNOWLEDGE	3.1	Knowledge of a variety of computer applications.	Application Form/ Selection Process	A
		3.2	Knowledge of and commitment to the Local Authority's Equality and Diversity Policy and how it relates to the duties of the job.	Selection Process	

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
4.	SKILLS AND ABILITIES	4.1	Organisational skills to prioritise work and meet deadlines.	Selection Process	
		4.2	Ability to install and support networks.	Application Form/ Selection Process	A
		4.3	Ability to work on own initiative and as part of a team.	Application Form/ Selection Process	A
		4.4	Ability to communicate effectively with staff and pupils.	Application Form/ Selection Process	A
		4.5	Ability to provide relevant advice and support to teachers including assisting with classes/demonstrations where appropriate.	Selection Process	
5.	ANY ADDITIONAL FACTORS	5.1	Commitment to ongoing training and development.	Selection Process	
		5.2	Willingness to undertake an enhanced Disclosure and Barring Service check. **Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.**	Application Form/ Selection Process	A

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form. The letters A, B and C in the "Rank" column refer to the importance we will give your answers when we read your applications. You must have all the A's on day one to be able to do the job, you need to have all the B's to do the job, but they could be learnt during the induction, and if you have C criteria this would be an additional bonus. We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview etc.

ES Reference No	TE07/ICT
ES Prepared/Amended	JAN 2015
Refers to Estab(s)	