



HARTFORD CHURCH OF ENGLAND HIGH SCHOOL

JOB DESCRIPTION QUESTIONNAIRE

JOB TITLE	ICT Technician (Secondary School)	JOB REF NO	AAAE5011
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BASIC JOB PURPOSE

To provide hardware and software classroom support for teachers using the computer facilities. To maintain computer networks, printers and other peripherals (including installing new software), thereby minimising system's 'downtime'.

	MAIN RESPONSIBILITIES
1	Provide classroom support to teachers using the computer systems, including informing teaching staff of any known software or hardware problems and loading the printers with appropriate consumables, to enable the staff to meet the needs of the curriculum.
2	Complete minor repairs to equipment and cabling where the fault is obvious and provide on-the-spot advice to other members of staff regarding such matters, to ensure maximum availability and usage of equipment.
3	Generate, extend and maintain computer networks (including the installation of new software, ensuring anti-virus and other utility software is up-to-date and effective, and the performance of network management tasks) under the direction of the ICT Co-ordinator; to provide a user-friendly interface for all users.
4	Provide software support for all users by being familiar with the current software and, where appropriate, producing user-friendly guides, under the direction of the ICT Co-ordinator, to enable the systems to be fully used by all staff and students.
5	Assist with e-mail, internet and related activities including development and maintenance of the school's web site.
6	Undertake personal professional development and respond to the changing needs of the job.
7	Support SIMS system management and administration work, and liaise/consult with County IT help desk as necessary to resolve system problems and issues.
8	Support after hours' use of the computer room by setting up necessary systems to enable access to the curriculum network whilst protecting the file server from unauthorised access.
Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.	