



Headteacher: Sarah Bennett, B.A. (Hons), N.P.Q.H.

Stakes Hill Road, Purbrook, Waterlooville PO7 5UD Telephone 023 92 251120

JOB DESCRIPTION

APPRENTICE ICT TECHNICIAN

The Apprentice ICT Technician - reports to the ICT Manager.

Contractual Hours: 37 hours per week

Working Weeks: 52 weeks per year

To support the College networks, ensuring that the needs of the curriculum and administrative teams are met in terms of ICT support and to maintain a high degree of knowledge on network systems.

Responsibilities/Accountabilities

- Providing technical support on all hardware and software issues.
- Investigating and where possible repairing faults.
- Liaising with 3rd party companies re maintenance issues.
- Advising on purchase of hardware and software.
- Set up new equipment and ensure that it is suitable for the user needs.
- Help maintain the College network to ensure that it performs efficiently.
- Regularly check all ICT equipment.
- Manage printers and printer quotas.
- Investigating and testing new systems and give technical advice on ICT developments within the College.
- Installing and upgrading software.
- Administration for the phone system and the cashless catering system
- 1st line support and administration for the College 1:1 device scheme
- Technical support and administration for the College learning platforms
- Monitoring of the College filtering system and escalating concerns when required
- Keep abreast of software and hardware developments both in the education and private sectors.
- Loading new software to the network.
- Administer the use of the internet.
- Ensure that back up procedures are maintained.
- Ensure that virus protection is up to date on College devices
- Provide network and peripheral support to staff during lessons.

- Regularly checking file storage and memory capacity. Carrying out housekeeping as necessary.
- Be familiar with common software and offers advice to users.
- Set up new users on networks when required.
- Installing and terminating ethernet cabling
- Safe handling, lifting, and installation of computers, printers, and associated peripherals

General Administrative Duties

- Assist in the on-going development of ICT systems to enable the delivery of an electronic classroom and the delivery of future administrative systems.
- Security mark and record all new ICT equipment arriving in College and maintain up to date records.
- Work closely with staff to ensure the efficient use of networks the networks.
- Provide support and guidance to external visitors
- Liaise with staff daily to support the efficient use of ICT equipment in the College.
- Support teaching staff in the use of ICT based activities and help groups of students in the use of ICT
- Provide technical support and assistance on staff training
- Such other duties as may reasonably be allocated by the Executive Headteacher or other delegated officers, within the purview of the post.

Support for the College

- Ensuring equipment is maintained to a safe standard.
- Technical support as required across the College including reprographics, performing arts and technology
- Ensuring that the College adheres to all the ICT legal requirements e.g. licensing.
- Adhering to College policies and procedures.
- To be aware of and comply with policies and procedures relating to child protection, health and safety and security and confidentiality, reporting all concerns to an appropriate person.
- To contribute to the overall ethos/work/aims of the College.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- To participate in training and other learning activities and performance management as required.

The post-holder is required to respect the confidentiality of matters relating to students and other members of staff. The post holder must be aware of and comply with the requirement of the Data Protection Act (DPA), details of which are available from the Data Protection Officer.

You may be asked to undertake other duties as determined by the Headteacher from time to time. This job description may be reviewed at the end of the academic year, or earlier if necessary. In addition, it may be amended at any time after consultation with you.

Signed:

Date: