

## ICT Technician

### Job Description

**Grade: GRA** - *Subject to Job Evaluation*

1. **Job Purpose**

- 1.1 To provide a maintenance, installation and support services on the school site
- 1.2 To provide technical assistance and software assistance during lessons
- 1.3 To provide training sessions for staff and students
- 1.4 To work alongside Network Manager to continually develop ICT infrastructure in the school
- 1.5 To teach the basic use of software programmes as necessary

2. **Key Responsibilities**

- 2.1 Responsible for the provision of ICT support in all areas of the school and for partner
- 2.2 Repair and maintenance of all Desktop and Laptop PC's
- 2.3 Assistance with network installations and configuration
- 2.4 Providing support for students and staff in the use of ICT
- 2.5 Maintenance of Health and Safety issues related to the use of ICT
- 2.6 The maintenance and improvement of the ICT equipment used in the school
- 2.7 The monitoring of legal implications relating to the use of ICT within the school
- 2.8 The provision of in class support for ICT lessons or lessons using ICT in the school
- 2.9 To ensure that at all times ICT facilities are fully functional and secure
- 2.10 To contribute to the development of ICT and its use within the school
- 2.11 To undertake the necessary training associated with the post
- 2.12 To train other staff
- 2.13 Maintenance of existing PCs and Laptops including the installation of all appropriate software
- 2.14 Assistance with the maintenance and development of a school wide network
- 2.15 Deliver and set up of portable ICT equipment as required by staff
- 2.16 Installation and maintenance of Whiteboard technology and other technological equipment associated with teaching and learning
- 2.17 Provide support to classroom teachers during lessons including working with students and the delivery of some technical parts of lessons

- 2.18 Provide support for students in out of hours classes/extra-curricular time
- 2.19 To contribute to provide of physical security measures to protect against loss of equipment
- 2.20 To provide support for the in-service training of staff
- 2.21 To provide support for the development of the school website through liaison with all areas of the school and the Network Manager
- 2.22 To provide support for the wider community of the school including feeder primaries and adult partner groups as directed
- 2.23 To undertake any other reasonable duties as requested by the Headteacher or his delegate
- 2.24 To ensure that all ICT systems within the school are installed and operated safely and to remove from use any such equipment that is deemed to be unsafe to use
- 2.25 To work proactively to ensure that equipment is protected from damage or misuse and to be vigilant in spotting unsafe or dangerous equipment and to take appropriate action
- 2.26 To adhere to the ethos of the school
  - 2.26.1 To promote the agreed vision and aims of the school
  - 2.26.2 To set an example of personal integrity and professionalism
  - 2.26.3 Attendance at appropriate staff meetings and parents evenings
- 2.27 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

3. **Supervision Received**

3.1 Supervising Officer's Job Title:

3.2 Level of supervision:

- 1. ~~Regularly supervised with work checked by supervisor~~
- 2. Left to work within establishment guidelines subject to scrutiny by supervisor
- 3. ~~Plan own work to ensure the meeting of defined objectives~~

4. **Supervision Given** (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

5. **Special Conditions**

5.1 None

**Person Specification**

**Method of Assessment (MOA)**

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
<b>Education/Qualifications</b> NB: Full regard must be paid to overseas qualifications.		AF/C
<b>Experience</b> Relevant work and other experience		
<b>Skills &amp; Ability</b> e.g. written communication skills, dealing with the public etc.	<b>*Delete if not applicable</b> <b>*An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016</b>	
<b>Training</b>		
<b>Other</b>		

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

***All staff at BCC understand and are committed to Equal Opportunities employment and service delivery.***

**As a Disability Confident Committed Employer, we take positive action to ensure people living with a disability or a long-term health condition feel supported, engaged, and able to fulfil their potential in the workplace.**

**People with a disability telling us on their application form they wish to participate in the scheme and who can then demonstrate in their application that they meet the essential criteria for the role will be shortlisted and offered an interview.**

**Safeguarding**

Everyone has a responsibility to safeguard the welfare of children, young people, and adults at risk, whatever the role of the individual, or Birmingham City Council service or Directorates they work in.

Birmingham City Council will work with the appropriate statutory bodies when an investigation into child abuse or a safeguarding adult's investigation is necessary.

The Council is committed to safe recruitment practices and recognises that this fits into an overall corporate approach to safeguarding across a range of functions that need to operate together to be effective. This applies to employees, volunteers, work placements, elected members, licencing, school transport arrangements and any other regulated positions.

The Council's safe recruitment process includes pre-employment vetting which involves establishing full employment histories; proof of identity; satisfactory references; health assessment; checks of qualifications; asylum and immigration checks; and criminal record checks with the Disclosure and Barring Service.

The Council's website will contain links to the current versions of safer recruitment policies that are in force.

In line with the has an overarching responsibility for safeguarding and promoting the welfare of all children/young people and adults in its area. All BCC employees are expected to:

Work in a way that prevents and protects service users from abuse.

- To be aware of the signs of abuse or neglect.
- Recognise the signs of abuse and neglect; and
- Record and report any concerns or incidents.
- Record and report any concerns or incidents.

***At Birmingham City Council (BCC), we are committed to creating an environment and culture that promotes equality, diversity, and inclusion; making sure BCC is a place for people to be their best, authentic selves.***

***We welcome applications from people of all backgrounds, including those with caring responsibilities and flexible working options will be considered. We are building up our vibrant staff networks for peer-led support, with safe spaces for those who need it and offer access to our talent programmes to support everyone in reaching their aspirations and fulfilling their potential.***