



## **ICT TECHNICIAN Job Description**

**Post Title:** Interim ICT Technician (1 Year Contract with a review at 6 months)  
**Job Grade:** NJC point 24-29 (£23,569 - £27,523) –  
36 hours/week – 52 weeks a year  
**Responsible to:** Interim IT Network Manager

### **Job Purpose:**

- To maintain and administer Heston Community Academy Trust network, reporting to the Interim IT Network Manager.

### **Key Areas of Responsibility/Duties**

- Provide ICT support to staff, students and visitors using the ICT facilities
- Responsible for maintenance, management and upgrades of hardware including workstations, laptops, servers, printers, switches, projectors, interactive whiteboards (mix of smart/promethean) and audio systems on a day to day basis
- Responsible for updates and upgrades to all software.
- Software installation and troubleshooting
- Software testing
- Development of new technology for the College
- Responsible for backups on site, including restoration of data
- Assist with deployment of hardware and cabling
- Maintenance, cleaning and disposal of ICT equipment (including projector maintenance)
- Relocation and storage of equipment when necessary
- Administer and develop CCC's VLE
- Creation and management of CCC's user
- Management of email for the sites
- Ordering, Installation and deployment of consumables
- Manage library database and software
- Install, upgrade, Manage and maintain wireless network
- Working knowledge of Office 365, Share point & VMWare
- Responsible for all web filtering software
- Raise Issues, calls and liaise with third party support
- Supporting the schools telephone system
- Make known to the Senior ICT Technician/Manager any aspect of the department that you feel is unsafe or needs evaluation
- Play an active role in supporting the College in all aspects of IT and investigate any issued involved
- Safeguarding
- Health & Safety
- Upholding the Colleges values and implementing policies and procedures
- Any other job as deemed appropriate to the role by the College Principal.

The duties may be varied to meet the changing the changing demands of the Academy. This job description does not form part of the contract of employment. It describes the way in which the post holder is expected and required to perform and complete the particular duties set out above.

*The law requires this position to have an **enhanced** criminal background check. This is to protect children and vulnerable adults and to safeguard positions of trust. The position is therefore exempt from Rehabilitation of Offenders Act. If your application is taken further you will be asked to declare details of any criminal record, even convictions that are 'spent' according to the act. If you are offered the post this information will be checked against Criminal Records Bureau files. You will be provided with full information at each stage.*

Heston Community Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Please note Heston Community Academy Trust operates a no smoking policy.