

# Ysgol Clywedog

## Job Description

**Post: Senior ICT Technician ~ Grade L07**

### **Job Purpose:**

- to ensure the effective running, maintenance and development of the school ICT networks so that it support learning;
- to ensure all aspects of safety of the school ICT networks;
- to line manage the AVA/ICT technician.

### **Duties and responsibilities:**

- to take responsibility for the safety and security of all school ICT equipment and investigate damage / failure and inappropriate use;
- to organise any necessary maintenance with the Local Authority and external vendors;
- to ensure ICT rooms are made secure at the end of each day;
- to ensure all software used by the school is used in conjunction with the number of licences held;
- to ensure all software is properly installed and made secure against unofficial use or copying;
- to take responsibility for ICT whole-school budget;
- to source ICT software, hardware and consumables as requested by members of staff, ensuring the most competitive prices and services are acceptable;
- to ensure the school's ICT network continues to move forward by renewing and updating all ICT hardware and application software within the available budget;
- to research the latest ICT developments;
- to ensure that priorities are set and task lists are made in dealing with requests made by members of staff;
- to manage records, data and produce analyses and reports;
- to take overall responsibility for the school's ICT and AVA inventory, including a regular audit of resources;

- to fully utilise the time of the AVA/Technician and to be aware of his/her professional development;
- to assist and support the AVA/ICT technician with setting up, maintaining and demonstrating AVA/ICT equipment;
- to assist and support the AVA/Technician with the operation of the school's digital signage;
- to manage the design and implementation of the school's web page/Virtual Learning Environment, uploading content on a weekly basis;
- to support the teaching of ICT when necessary;
- to ensure that ICT rooms are ready for teaching on a daily basis;
- to establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils;
- to support out of school hours learning activities e.g. clubs, extra-curricular activities within guidelines established by the school;
- to provide specialist advice and guidance as required;
- to participate in training and other learning activities and performance development as required;
- to be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person;
- to be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop;
- to contribute to the overall ethos/work/aims of the school.

**Reporting to:**

Mrs Cynthia Stokes, Business Manager.