

Northumberland County Council
JOB DESCRIPTION

Post Title: IT Technician (Level 3)		Director/Division – Childrens Services		Office Use	
Band: 4		Service/Workplace: Schools Across Northumberland			JE Ref: SG47
Responsible to: Senior Technician/Network Manager/Business Manager		Date:		Manager Level:	
Job Purpose: To assist in the provision of specialist ICT support to all staff and students including the preparation and routine maintenance of resources and equipment.					
Resources	Staff	May supervise Junior members of staff			
	Finance	Ordering and receiving goods			
	Physical	Shared Responsibility for resources throughout the school including computers and all other IT equipment			
	Clients	Teachers, Other Staff, Students, Governors, Parents and Visitors			
Duties and key result areas:					
<ol style="list-style-type: none"> 1. To set up secure login accounts for all staff and students using these networks and make regular security backups of the systems, applications software and user data. 2. To install, configure, test and maintain computer hardware and associated software in teaching rooms and other locations across various system platforms. 3. To develop and maintain hardware/software to facilitate production/updating of school website/intranet. 4. To provide staff with general support in the use of computers for teaching and administration. 5. To maintain and regularly check the physical security of all computer equipment used for teaching and administration. 6. To be involved in the on-site repair of non- functioning computers and peripherals. 7. To provide instruction to staff in the operation of the networks, computer hardware and applications software, as directed by the IT Network Manager/Senior IT Technician. 8. Ordering and stock control of all IT consumables. 					
Responsibilities					
<ol style="list-style-type: none"> 1. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person 2. Be aware of and support difference and ensure equal opportunities for all 3. Contribute to the overall ethos/work/aims of the school 4. Appreciate and support the role of other professionals 5. Attend and participate in relevant meetings as required 6. Participate in training and other learning activities and performance development as required 7. To undertake other duties and responsibilities as required commensurate with the grade of the post. 					
<p>This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.</p> <p>The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.</p>					
Physical requirements:		None			
Transport requirements:		Able to meet the transport requirements of the post.			
Working patterns:		Normal working patterns			

Working conditions:

Normally indoors

**Northumberland County Council
PERSON SPECIFICATION**

Post Title: IT Technician (Level 3)	Director/Service/Sector: Schools Across Northumberland	Ref: SG47
Essential	Desirable	Asses s by
Knowledge and Qualifications		
NVQ 3 or equivalent Qualification or experience in relevant discipline Excellent numeracy and literacy skills	Degree or equivalent qualification	
Experience		
Experience of working with MS Windows Operating Systems Experience of school administration Experience of working with young people	Experience of working with school-based MIS software	
Skills and competencies		
Knowledge of particular subject/specialist area Knowledge of relevant codes of practice and awareness of relevant legislation Excellent organisational skills and a keen eye to detail Ability to work independently, prioritise own workload and work to deadlines Excellent communication skills to communicate with pupils and school staff Appreciate the support role of other professionals Ability to relate well to children and adults	Evidence of having undertaken personal development either inside or outside the work environment	
Physical, mental and emotional demands		
Some periods of concentrated mental attention. Pressures from deadlines and interruptions		

A flexible approach

Ability to meet physical demands of post – Lifting moderate weight and working in confined spaces.

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