



## Job Description

Identifying Facts	
<b>Title of Post:</b> ICT Technician	
<b>Directorate:</b> Children's Services	<b>Post No:</b>
<b>Department:</b> Island Learning Centre	
<b>Section:</b> Whole School	<b>Date:</b> January 2024
<b>Responsible to:</b> School Business Manager	

### Job Purpose

To help raise attainment in ICT across the Centre, by ensuring resources are well maintained, relevant and up to date and by ensuring that staff, pupils, and parents are supported in using ICT to support learning.

Responsible for system wide technical support to curriculum and administrative PCs, laptops, printers.

Responsible for technical support with the CCTV system and ensuring compliance.

Ensure communication of the work in the centre is effective for parents and other agencies by developing and maintaining the Centre's website.

### Major Tasks

1. Promote equality as an integral part of a role and treat everyone with fairness and dignity.
2. To develop and maintain a generic skill set that allows the Isle of Wight Council to employ your skills, abilities and experience across the Council and its formal partnerships as needed.
3. To promote attendance and engagement in learning

### Technical Support

4. Resolve basic problems associated with operating systems, networks, software, hardware, printers etc. in and around school.
5. Maintain the school web site, ensuring that information is accessible, relevant and up to date.
6. Working with the ICT Consultants to maintain the school domain, adding and deleting staff and pupils as they join or leave the school.
7. Undergo any training linked to the development of ICT and disseminate the training to others eg Sims/CPOMS.
8. Ensure the effective functioning of all backup systems.



9. Working with the Centre's ICT consultants, ensure relevant licences are valid and up-to date.
10. Working with the School Business Manager (SBM) to ensure compliance with CCTV monitoring both on site and on the minibuses.

### **Support the Pupils**

11. Working with the Centre's ICT Consultants ensuring that as far as possible, pupils are not exposed to inappropriate materials on the internet.
12. Working with staff, parents and pupils to promote safe use of ICT.

### **Support the School**

13. Being aware of and following all school policies and procedures, in particular policies related to the use of ICT equipment and sites.
14. Being aware of confidential issues linked to home/pupil/teacher/schoolwork and to keep confidences as appropriate.
15. Policy management system. Working with Headteacher to ensure a robust policy management system is in place.
16. Audit system – ICT. Working with SBM to ensure there is a robust ICT audit system in place.
17. Populate data into the appropriate systems and provide relevant reports to the Senior Leadership team as and when required.
18. Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post.

**Generic quality statement:** The Isle of Wight Council expects that its staff will adhere to its policies and procedures. All members of staff are expected to be familiar with procedures and undertake appropriate activities to support their learning and development.

**Safeguarding** - The Isle of Wight Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and operates stringent safer recruitment practices.

**Diversity and Equality** - All employees are expected to treat others with dignity and respect.

**Health and Safety** - The Isle of Wight Council has a duty to protect employees and all employees have a duty to protect themselves and others from harm as far as is reasonably practicable.

**Data Protection and ICT Security** – All employees are required to ensure that any information or data collected or input in to a Council system complies with the standards set out and any associated processes that are specific to an area of work.

*This job description is correct as at the date given above. In consultation with the potholder it is liable to variation by management to reflect or anticipate changes to the job. As a term of employment the potholder may be required to undertake other duties in this post or, following consultation, any other post in any of the Isle of Wight Council's Directorates.*