

# Wickersley School and Sports College

## Job Description

Title: ICT Technician  
Salary: Band: D  
Responsible to: Technical and Support Administrator

This job involves working within recognised procedures which leave some room for initiative. The work may involve responding independently to unexpected problems and situations.

- This description is not intended to be exhaustive and is a general outline of the typical duties and responsibilities expected to be carried out whilst accepting that these may vary.
- Works under the direction of a Line Manager in the completion of tasks: establishing priorities and following up for accuracy and completion of tasks. Needs to be able to work under own initiative.

### Main Purpose (ICT Technician):

To provide ICT support in the effective delivery of services. Carry out maintenance of ICT resources to ensure that they are available and that they support the curriculum needs of students and staff, to the highest standard as determined by OFSTED.

### General Duties (ICT Technician):

- General repair and maintenance of ICT equipment on site
- Help to implement new ICT/Media initiatives
- Installation and maintenance of operating systems and applications
- Check new technologies/equipment on arrival and install
- Liaise with the designated person for the inventory
- Carry out routine network maintenance tasks

In addition be required to undertake any reasonable duties that may arise from the ICT/Media Manager and the Assistant ICT/Media Manager or any other duties as required by the Headteacher which are commensurate with the grade and post.