

University Academy Keighley
JOB DESCRIPTION

Post Title: Campus ICT Technician

Salary: Level 3, Scale 4 (18-21)
Actual Salary Range £18,070 - £20,138

Hours weekly: 37 - All year round

Responsible to: Campus ICT Manager

Principal Accountability:

- To play a key role in the maintenance and support of ICT facilities in the areas of administration and curriculum.
- To play a key role in the installation, maintenance and updating of all ICT networks and systems and to ensure that users of these systems are supported in their understanding of the systems' capabilities and appropriate usage.
- To play a key role in updating and maintaining the ICT equipment inventory.

Main Activities and Responsibilities:

- Prioritise work load effectively.
- Accurately analyse support calls and identify appropriate responses.
- Responsible with the Campus ICT Manager for the safety of the networks, hardware, software and the safe keeping of information including backups.
- Maintaining the confidentiality of information held in the systems.
- Maintaining an up-to-date inventory of ICT equipment and its location.
- Assist in the management and administration of all networked ICT systems, peripherals and associated equipment (adhering to all relevant Health and Safety regulations).
- Help maintain the security of data and to ensure a safe and effective backup regime.
- Play key role in providing safe and efficient ICT facilities across the Campus.
- Deploy and upgrade software packages across the Campus as required.
- Support the delivery of training to staff, students and clients.
- Assist in the implementation of network security.
- Help ensure that staff are supported in using the system for teaching and curriculum material development.
- Assist in highlighting and encouraging the use of collaborative facilities of the school network.
- Assist in managing Internet provision via the broadband link across the campus.
- Play a role in monitoring the use of ICT equipment to maintain a virus-free environment and to help ensure that no unsuitable material is accessed, stored or distributed.
- Maintain and support curriculum AV equipment.

All adults employed by the Academy are responsible for safeguarding and promoting the welfare of the young people s/he is responsible for, or comes into contact with.

- Undertake other duties appropriate to the post as required by the Principal that may be reasonably required from time to time.

Duty Hours

- It may be necessary to work hours outside the normal contractual hours to support the school's commitment to extend opportunities to a wide range of learners. This may include evenings or weekends after negotiation with the Vice Principal. In such cases, additional hours or time in lieu will be agreed.