ST ALBANS GIRLS' SCHOOL

NETWORK TECHNICIAN

The post holder is required to perform the duties below. S/he will be responsible to the Network Manager and will demonstrate a genuine commitment to our equal opportunities policy and the well being of all students.

This job description will be reviewed annually and will form the basis of the staff appraisal procedure. Any issues relating to the review of this job description should be brought to the notice of the Head Teacher by the post holder through the senior line manager. The post holder will undertake the following specific responsibilities in order to fulfil our statutory requirements, school aims, policies and targets.

Main area of responsibility:

- The postholder will be expected to support the network manager in the day to day running of the school's ICT networks and associated hardware and will also have responsibility for the audio visual equipment throughout the school.

Duties and tasks:

Network
- Assist in the running of the ICT network, including appropriate maintenance.

Hardware
- Unpack, set up and test new equipment. Label and mark for security purposes. Install in desired location. Relocate equipment when requested.
- Assist with first-line maintenance of equipment; investigate faults and perform minor repairs and upgrades. For equipment under warranty; pack securely and despatch to manufacturer or service contractor.
- Maintain cleanliness of computer equipment. Service printers with toner and ink cartridges as necessary.

Audio-*visual*
- Ensure that LCD projectors, IWBS and amplifiers are working in all learning areas.
- Ensure that LCD projectors, microphones and amplifiers are working in areas such as the hall, sports hall, gym and dance studio for assemblies, school functions and lettings.
- Ensure that support for special events is diarised such as public and school examinations and important public occasions such as open evening and post 16 open evening.
- Respond to requests from staff for equipment to be delivered, set up and cleared away
- Fitting/removal of equipment when practical

Software
Install and test new software as requested by the Assistant Network Manager.

General

- Assist staff with data management (eg copy discs, obtain print-outs etc)
- Assist students and staff with computer problems where appropriate.
- Assist with the keeping up to date inventories of hardware and software.
- Maintain a stock of computer consumables and supply other departments as required, keeping appropriate records and notifying network manager of need to re-order.
- Support the network manager with ICT projects and assist in their implementation.
- Attending appropriate training courses or meetings as required.
- All other tasks as required by the Head Teacher

Organisation chart:

Trust Network Manager ------- Assistant Network Manager ----------- Network Technician

Supervision:

- Day to day supervision will be carried out by the Assistant Network Manager.

Contacts:

- There is frequent contact with all staff, both teaching and support staff. There is also some contact with students.

- There is regular contact with external organisations, notably customer support services at both hardware and software suppliers, Herts SITSS advisers, maintenance contractors and suppliers.

- Flexibility of being able to work across Trusts Schools would be an advantage.

July 2019