

BRACKNELL FOREST BOROUGH COUNCIL

JOB DESCRIPTION

Department: EDUCATION	Section:
Post Number:	Location:
Job Title: ICT ASSISTANT	Grade/Salary Range:

JOB PURPOSE

Under instruction/guidance of senior staff to provide specialist ICT support to staff and pupils and assist in the maintenance of the school network

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

The postholder will report to the ICT Manager/Teacher co-ordinator/headteacher.

MAIN DUTIES AND RESPONSIBILITIES

- Maintain move and set up computer workstations and other ICT equipment.
- Assist in troubleshooting hardware and software problems and resolve as appropriate.
- Add and delete new users and manage access rights and password control within agreed security parameters.
- Audit all ICT equipment as required.
- Provide support to pupils and staff in the use of ICT systems and provide feedback to pupils relating to achievement under teacher guidance.
- Maintain UPS.
- Undertake hardware and software upgrades.
- Follow appropriate back-up procedures.
- Provide local printer administration.
- Monitor and manage stocks of materials and ensure they are kept in an orderly, safe and secure manner, cataloguing as required.
- Train new users in use of systems as required.
- Liaise with BFBC ICT staff as required.
- Undertake basic PC housekeeping.
- Undertake clerical/administrative duties and maintain records as required.
- Comply with policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.
- Actively support the School and Borough Equal Opportunities Policies.
- Contribute to the overall aims and targets of the school, appreciate and support the roles of other members of the school work team and attend and participate in relevant meetings as required.
- Be aware of and take part in the schools performance management framework and

participate in training and development activities as required.

- Assist with the supervision of pupils out of lesson activities, e.g. clubs.
- Undertake any other similar duties as required.

SCOPE OF JOB (Budgetary/Resource Control, Impact)

The postholder in maintaining the school ICT network is key to smooth and efficient running of school administration.

May have responsibility for advising on purchase of ICT equipment.

May hold budget for ICT consumables.

Date:

Signature: