



JOB DESCRIPTION

ICT ENGINEER	
Scale	D – Points 3 to 4
Hours	37 hours per week, fulltime Monday to Thursday 8.00am to 4.00pm and Friday 8.00am to 3.30pm with flexibility to cover evening events if required
Section	Support Staff
Responsible to	Network Manager ICT Director
Responsible for	This position has no responsibility for line management

Job Purpose	To support the Trust by providing a technician support service in all areas of ICT
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Duties & Responsibilities	The current main areas of responsibility are as follows but all staff within the Trust are expected to show flexibility in the reviewing of responsibilities to meet the Trust's needs, which may change from time to time.
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- Provide support to staff and students in the use of ICT across the Trust, giving assistance with hardware and software where appropriate.
- Set up ICT equipment including projectors etc for assemblies and/or meetings
- Be responsible for monitoring the ICT Help Desk, ensuring status of calls is kept up to date and progress is regularly checked with team members of status of calls.
- Create user ID's for new students and take photographs. Reset passwords for students as required.
- Maintain necessary records and inventories of ICT hardware and software licenses from purchase onwards and ensure all new equipment is security marked
- Carry out general maintenance of equipment e.g. printers etc
- Be responsible for ordering printer cartridges ensuring value for money is sought at all times and keep appropriate levels of stock
- Participate in the Trust's appraisal process
- Have due regard for safeguarding and welfare of children and young people and to follow the child protection procedures adopted by the school.
- Perform any other reasonable tasks within the range of the salary grade

Stowe Valley MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS Disclosure.

COMMITTED TO EQUAL OPPORTUNITIES