City of Edinburgh Council
Job Profile

DEPARTMENT: Children and Families
SECTION: Schools and Community Services
POST: ICT Technician
RESPONSIBLE TO: Business manager and ICT   Co-ordinator

PURPOSE OF THE JOB:

To maintain an audit of IT inventory within the school.

To act as the point of contact with BT for all IT maintenance.

To be responsible for the IT maintenance of all non-BT equipment.

To work with staff and pupils in the implementation of IT in the school.

MAJOR TASKS/JOB ACTIVITIES:

The practice and application associated with a wide range of ICT in education, including GLOW, Seemis and Filemaker.

Provide support for tracking and reporting.

Collate and deliver pupil reports, in collaboration with the relevant DHT.

Set up SQA online assessment and examinations.

Assist and advise teaching staff in the planning and use of IT resources.

Provide advice and guidance in the operation, use and applications of all relevant IT equipment, including any operational demonstration of equipment.

Assist in testing and evaluating new equipment/software.

Recommend the specification of equipment for purchase.

Complete purchase orders for ICT whole school resources for final approval by the Head Teacher in line with central purchasing procedures.

Update his/her knowledge and keeping abreast of new developments. Use new technology equipment and techniques where appropriate.

Assist and participate in the training of staff in the use of ICT equipment, software and any related systems. Provide technical support to staff in the

ongoing maintenance of ICT hardware, including peripherals such as printers, scanners, monitors, etc.

Any other duties deemed relevant to the post.

DECISIONS MADE IN COURSE OF JOB:

Determine equipment and software needs to operate effectively according to demand.

Assessment of training needs, content, materials, methodology and delivery.

Make recommendations to purchase IT equipment.

Make recommendations for re-ordering of IT consumables.

Make recommendations to replace IT equipment where appropriate.

SUPERVISION RECEIVED:

The postholder will be expected to undertake the major range of duties normal to the job without close supervision, in accordance with the requirements of the DHT (ICT) and the ICT Co-ordinator, who will jointly establish priorities and development targets.

CONTACTS:

The postholder will have daily contact with teaching and administrative staff, providing routine maintenance support for systems and equipment. There will also be regular contact with teaching staff to advise how the range of equipment and software available in the school can assist them in the delivery of the curriculum, and to provide guidance and training in its operation. In addition, there will be contact with pupils to demonstrate the use of software and hardware, and to advise on its best use to meet each pupil's needs.

EDUCATIONAL/VOCATIONAL QUALIFICATIONS:

Relevant IT qualifications and/or experience in IT maintenance required.

Experience in some or all of the following areas would be an advantage:

Website development and management including IIS management and scripting technology.

The operation and use of computer technology and software appropriate to the work.

Online databases.

Training of staff and methods demonstrating appropriate technologies.

COMPLEXITY:

Renew knowledge of up-to-date equipment and software in this rapidly changing field.

Communicate with staff on a range of functions, i.e. methodologies, content, presentation, techniques, etc.

Ability to relate and translate educational methods into appropriate IT applications.

Provide expert advice and assist in training and support.

CREATIVITY:

Assist in the development of ideas and strategies to further uses of IT within the school.

Construct appropriate materials for training.

ADDITIONAL INFORMATION / CONDITIONS:

This post is considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. From 28 February 2011, preferred candidates will be required to join the PVG Scheme or undergo a PVG scheme update check prior to a formal offer of employment being made by the City of Edinburgh Council

EMPLOYEE SPECIFICATION:

Council Core Competencies:

These Council Core Competencies apply to all positions:
Being Customer/Client Focused
Working Effectively with Others
Managing Change
Taking Ownership and Responsibility
Communicating Effectively
Planning and Decision Making
These Council Core Competencies apply to positions with responsibility for managing people or resources:
Leading Others
Managing Performance and Developing others
Political Sensitivity

ICT Technician	Essential	Desirable

| Experience | Relevant IT qualifications and/or experience in IT maintenance | The operation and use of computer technology and software appropriate to the work

Online databases

Experience of working/dealing with pupils or young people |
|---|---|---|
| Knowledge, Skills and Understanding | Able to communicate effectively and work co-operatively

Able to prioritise workload

Able to make appropriate decisions | Ability to relate and translate educational methods into appropriate IT applications |
| Qualifications and Training | A good basic education with proven literacy and numeracy skills

Relevant IT qualifications and/or experience in IT maintenance | Website development and management including IIS management and scripting technology |
| Job Specific Requirements | Renew knowledge of up-to-date equipment and software in this rapidly changing field | Training of staff and methods demonstrating appropriate technologies |
| Applicants should always check the Job Vacancy Summary for any specific employee specification requirements for the advertised vacancy. | | |