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| _LINCOLNSHIRE COUNTY COUNCIL | |
| JOB DESCRIPTION | |
| DIRECTORATE: Children's Services | Division/Section/Branch: Schools |
| Service/Sub-Division: | |
| JOB TITLE: ASSISTANT IT TECHNICIAN | JEM Number 01-159 |
| GRADE: | |
| REPORTS TO: IT Network Manager (or other designated person) | |
| 1. | PURPOSE OF JOB: To provide technical IT support throughout the school and/or department. |
| 2. | MAIN RESPONSIBILITIES, TASKS & DUTIES |
| i | To assist in the cleaning/maintenance of equipment and hygiene standards throughout the school. |
| ii | Maintain and store equipment and materials, prepare equipment for demonstration. |
| iii | To assist in control of stock, including ordering where necessary and liaising with finance and suppliers. |
| iv | Keep records of equipment breakages. |
| v | Assemble and repair equipment as required. |
| vi | Ensure availability of resources as necessary, delivering checking and returning consumables from classroom back to storage. |
| vii | Assist in pre-class preparation for displays and exercises. |
| viii | To always maintain safety and safe working practices in teaching spaces. |
| ix | Reprographic and administrative duties as may be required within department. |
| 3. | MANAGEMENT OF PEOPLE SUPERVISION OF PEOPLE |
| 4. | CREATIVITY AND INNOVATION Creativity may be used for example to carry out minor repairs on equipment. |
| 5. | CONTACTS AND RELATIONSHIPS |

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| | Daily contact with, line manager, teaching staff and students in respect of technical support. Some contact with suppliers of goods and services. |
| 6. | DECISIONS |
| | a) Discretion Post holder will work under the instruction of a senior member of staff and within established guidelines. |
| | b) Consequences Impact of decisions for example resources not available, and would be easily identified and quickly rectified. |
| 7. | RESOURCES Responsible for care/storage and safekeeping of consumable and IT equipment. |
| 8. | WORK ENVIRONMENT |
| | a) Work Demands Post holder's work will be subject to interruption but will not impact on the overall completion of the job. |
| | b) Physical Demands Moving and handling equipment and resources. Regular bending, moving in awkward positions for example when connecting cables. |
| | c) Working Conditions Work is carried out in a well lit and ventilated office environment. The postholder may be exposed to noise levels associated with a classroom and/or work environment. |
| | d) Work Context Required to work with some chemicals and cleaning materials. The postholder may have limited exposure to abuse/aggression from pupils, parents and carers. |
| 9. | KNOWLEDGE AND SKILLS Basic knowledge of IT and minor fault finding/problem solving Knowledge of health and safety regulations. Desirable: Relevant NVQ Level 2. Previous work experience in a similar role. |
| 10. | GENERAL |

Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the County Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

Equal Opportunities - The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies.

Health and Safety - The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.

| | Name: | Signature: | Date: |
|--|------------|------------|-------------|
| Job Description written by: [Manager] | | | |
| Job Description agreed by: [Postholder] | | | |
| | | | V5 |

GREATER LONDON PROVINCIAL COUNCIL (GLPC) JOB EVALUATION SCHEME

EVALUATION REPORT

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|---|---------------------------------|
| Post Title Assistant IT Technician | JEM Reference No. 01-159 |
| Directorate Schools | Evaluation Date 11/10/06 |
| Service Generic | |

| FACTORS: | LEVEL | POINTS |
|--------------------------------------|----------------|----------------|
| Management of People | 1 (up to five) | 16 |
| Dispersal | | |
| Creativity and Innovation | 2 | 40 |
| Contacts and Relationships | 2 | 38 |
| Decisions Discretion | 2 | 36 |
| Consequences | 1 | 12 |
| Resources | 2 | 20 |
| Work Environment Work Demands | 2 | 16 |
| Physical Demands | 2 | 12 |
| Working Conditions | 2 | 12 |
| Work Context | 2 | 16 |
| Knowledge and Skills | 3 | 112 |
| TOTAL POINTS | | 330 |
| GRADE | | Grade 4 |

THE JOB EVALUATION HAS BEEN UNDERTAKEN IN ACCORDANCE WITH THE TERMS AND PROCEDURES OF THE GREATER LONDON PROVINCIAL COUNCIL JOB EVALUATION SCHEME 2000

Evaluation Type

JE Project