

# FINBOROUGH SCHOOL Resources Technician

## *Job Description*

A flexible working pattern is available for this term time only position

**Post:** Resources Technician

**Responsible to:** Headmasters PA (Executive)

Finborough School is a thriving, ambitious independent co-educational day and boarding school for children aged 2-18 years that has recently been awarded Excellent in all areas by ISI (November 2016). The school is set in 40 acres on the outskirts of Stowmarket in Suffolk. Over the past 8 years there has been significant pupil growth and investment in the facilities.

### **Job Purpose**

This role requires a high level of organisation coupled with adaptable technical and ICT skills. Provide support for the school's ICT Network provision and ICT services alongside offering advice and guidance for staff and students. This staff and student facing role requires a high level of service coupled with attention to detail and commitment to always completing an outstanding job.

### **Specific requirements and responsibilities**

1. Coordinate the use of the 'Hub' (Library and ICT suites)
2. Supervise, interact and help students in the Hub to support their learning.
3. Take and process all orders for new equipment and resources from teaching staff.
4. Support staff and students with specialist reprographics for example colour, photocopying and lamination.
5. ICT Technical Support
  - Basic ICT Networking knowledge
  - PC diagnostic skills
  - Experience with Windows Server and Desktop operating systems
  - Knowledge of Active Directory
6. Support staff and students with our email system and virtual classroom (Google)
7. Proactively assisting our staff and students with their day to day resource needs
8. Be aware of your responsibilities in relation to Keeping Children Safe in Education

### **Training and Development of Self and Others**

1. Develop and maintain a culture of high expectations for self and others.
2. Regularly review your own practice, set personal targets and take responsibility for own continuous professional development.
3. Participate in the school's new staff induction programme

In addition carry out any duties as may be reasonably required by the Headteacher