

## JOB DESCRIPTION

### TECHNICIAN – INFORMATION TECHNOLOGY

#### Duties and responsibilities include:

##### Resources

- Coordinating with Head of Department/teacher-in-charge to compile lists of equipment complete with specifications in view of purchasing new equipment or spare parts;
- Liaising with teachers to compile lists of equipment and consumables which may be required for effective lessons and project work
- Liaising with teachers and Technical Officers (TOs) on lists of equipment, spare parts and consumables in view of purchasing;
- Installing new equipment;
- Cleaning and returning equipment to storage or resource rooms;
- Conducting regular cleaning and servicing where possible, of equipment;
- Conducting repairs and/or calibration where possible of equipment;
- Coordinating the servicing and repairing and/or calibration of equipment by outside school service providers and/or suppliers;
- Ensuring the safe custody, the repair and maintenance of equipment under their charge;
- Ensuring that resources and equipment are in good working order when needed;
- Preparing materials and resources (components, kits, tools) for teachers and for students' projects;
- Ensuring the good working order of any eLearning equipment and resources in use in all College schools;

##### Health & safety

- Ensuring that the health and safety standards as provided for in the Occupational Health & Safety Act are in place and applied at all times in all environments where technology is used;
- Liaising with all Education Officers responsible for IT related subjects and Health & Safety;
- Reporting infrastructural faults including services/utilities in labs, resource rooms and in all environments where technology is used to SMT;
- Ensuring that the waste separation policy defined by school is implemented at all times;

- Ensuring that food and/or drinks are not allowed in the computer labs and in all environments where technology is used;

#### Record Keeping

- Compiling a computerized (if available) up-to-date inventory system for all IT equipment;
- Liaising with teachers on available stocks of materials and undertake inventory checks in order to ensure proper stocks of consumables in line with reorder thresholds;
- Maintaining a schedule of laboratory activities involving the intervention of the laboratory technicians;

#### Infrastructure

- Assisting in the set up and up-keeping of Computer Labs, resource rooms and in all environments where technology is used;
- Reporting to the authorised SMT member/Precincts Officer any infrastructural faults in the labs and in all environments where technology is used for remedial action;
- Checking the functionability of the electrical system in the IT labs at all times;

#### In the lab Assistance

- Being present as required during ICT/Computer lessons in the laboratory and in all environments where technology is used;
- Preparing materials, tools and resources as required by the teacher;
- ~~Coordinating with SMT regarding the upkeep and clearing of laboratories and resource rooms;~~

#### Others

- Attending for meetings, training, seminars and staff development sessions as may be deemed necessary both locally and abroad;
- Supporting the implementation of the eLearning solution;
- Ensuring the ~~good~~ working order of any eLearning equipment in use in all College schools;
- Performing other duties as may be deemed appropriate by the Education Directorates;
- Performing any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.