

## **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;
- Purchasing and/or assist in the purchasing of equipment, spare parts and consumables;
- 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.