



JOB DESCRIPTION

Job Title: Senior
IT Technician (With
Reprographics
Cover)

Grade: GR3a

1 JOB PURPOSE:

- 1.1 To assist with maintenance of ICT systems, audio visual, telecommunications, access control and CCTV systems across the school.
- 1.2 To support the maintenance and development of the school IT resources
- 1.3 To provide training and support sessions for staff and students where necessary
- 1.4 To provide cover to the reprographics department during periods of high demand or staff absence.

2 DUTIES AND RESPONSIBILITIES:

- 2.1 To assist staff, students, and other users with any necessary IT technical support.
- 2.3 To assist with the maintenance and development of the school wide network and other networks within the scope of Swanshurst.
- 2.4 To configure IT equipment, hardware, peripherals and software to ensure they are fit for purpose.
- 2.5 To support and maintain antivirus, firewall, web filtering and other cyber security systems.
- 2.6 Perform routine tasks to maintain user accounts and permissions for all users and for all cloud-based systems.
- 2.7 Repair and maintenance of end user devices including laptops, desktops, tablets and audio-visual equipment.

- 2.8** To provide support to classroom teachers during lessons including working with students and the delivery of some technical parts of lessons.
- 2.9** To provide ICT support and training to support staff where necessary to enhance and improve the delivery of education within the school.
- 2.10** To provide support for students in out of hours classes/extra-curricular time.
- 2.11** Administration: As a team,
 - 2.11.1** To record and monitor ICT equipment inventories throughout the school
 - 2.11.3** To ensure that all ICT equipment is security marked or has appropriate categorical numbering
 - 2.11.4** To ensure that all software is used in accordance with its authorised licence
 - 2.11.5** To perform a weekly audit/stock check of toners and raise orders as appropriate.
- 2.12** To ensure all tasks are carried out with due regard to Health and Safety.
- 2.13** To undertake appropriate professional development including adhering to the principle of performance management.
- 2.14** To adhere to the ethos of the school
 - 2.14.1** To promote the agreed vision and aims of the school
 - 2.14.2** To set an example of personal integrity and professionalism
 - 2.14.3** Attendance at appropriate staff meetings and parents evenings
- 2.15** To undertake First Aid Training in order to become a First Aider in school and any duties as directed by the Headteacher.

**OBSERVANCE OF THE SCHOOL'S
EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED**

3 SUPERVISION RECEIVED:

3.1 Supervising Officer's Job Title: IT Operations Manager

3.2 LEVEL OF SUPERVISION

1. Regularly supervised with work checked by supervisor

2. Left to work within established guidelines subject to scrutiny by supervisor

3. Plan own work to ensure the meeting of defined objectives

Signed:(Headteacher) Date

Signed:(Employee) Date