

JOB DESCRIPTION

Section: Technicians	Reports to: IT Operations Manager
Job Title: IT Technician	
Working Pattern: 37 hours per week	Working Weeks per annum: 52

PURPOSE OF JOB

- Assisting with maintaining effective IT systems within the school on a day to day basis
- Assisting with monitoring and evaluating the existing IT systems and develop and improve their effectiveness

MAIN DUTIES AND RESPONSIBILITIES

- Assisting with the provision of technical support and guidance to staff to understand programs, problem solve and generally support them in using software/hardware correctly in the classroom situation
- Assisting with the provision of technical support for staff using ICT in the classroom
- Contribution to the development of school Apps and Teams
- Assisting with the maintenance and fault fixing of all computers around the school and organise where necessary if repairs are required
- Assisting with making minor repairs if and when necessary
- Assisting with maintaining a stock of parts needed for general computer repairs
- Assisting with maintaining the asset system for any ICT equipment.
- Assisting with maintaining the integrity of software, virus removal, and software reinstallation when required.
- Assisting with maintaining classroom resources according to the school's policy.
- Assisting with maintaining the continued operation of the School networks, setting up new accounts, maintain password integrity, and assist pupils and staff to access network resources
- Set up and maintain new computers in accordance with Standard Network Build
- Providing support across all Trust campuses either remotely or onsite.
- Keep up to date with ICT developments, and liaise with the ICT Technician and ICT Manager over future developments, Internet, Video Conferencing. Network expansion and Cyber Security
- Travel to other CWAT locations will be necessary for this role.
- Full Driving Licence will be required.

To undertake such other duties and responsibilities of an equivalent nature, as defined by the Trust from time to time, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job profile in specific terms.

MAIN DUTIES AND RESPONSIBILITIES – OTHER

To carry out duties in accordance with the Trust's values, mission and vision.

Attend INSET, appropriate training and relevant meetings as required and participate in the school's staff performance.

Carry out all duties and responsibilities with reasonable care for the health and safety of yourself and any other persons who may be affected by your acts or omissions at work and to co-operate fully with the local authority in health and safety matters.

Note: This JD is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Federation in relation to the post holder's professional responsibilities and duties. The duties of this post may vary from time to time, as required by the Principal, without changing their general character or the level of responsibility entailed.

Signature Line Manager:

Signature Job Holder:.....

Date:.....