
**Job
Description**

Windsor High School and Sixth Form



IT Technician

Scale 3

Permanent, full time. All year round.

Overall Responsibility

To be responsible for the maintenance of the IT systems and their use in school.

General Duties

- To work alongside other IT Technicians, WAT Technical Lead and the IT Manager in all aspects of providing an effective IT administration system and a system to support learning.
- To do other reasonable tasks as required from time to time at the discretion of the Headteacher.

Specific Duties: Undertaking the following responsibilities:

- To provide all users with IT Support for hardware and software as required to deliver learning.
- To monitor and evaluate the effectiveness of the existing system and report to the IT Manager.
- To supply, install, maintain and repair the IT hardware of the School system as appropriate.
- To help maintain and operate an effective WAT collaboration communication tool for the schools.
- To monitor the IT Support helpdesk and efficiently complete requests.
- To help maintain and replenish consumables for printing solution around school.
- To advise the IT Manager on possible improvements to the support systems in place.
- To maintain student emails and logons to school network.
- To provide printing support including credit allocation.
- To support monitoring of classroom equipment.
- To provide AD user/device management.
- To provide classroom support for Teaching and Learning.
- To help provide support with network as required.
- To liaise with the PED champions to support and maintain the Teaching and Learning site.
- To be available at key times throughout the year to support evening events.

- To maintain and develop Apple products and systems.
- To support Faculties with Videography and Photography needs.
- To work with the Faculty staff to maintain the Audio Visual equipment both in the main school hall and the portable system used for events.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

Windsor High School and Sixth Form is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an enhanced criminal records check.

To whom responsible	IT Manager Deputy Headteacher
Line Managed by	IT Manager
Signature of Employee	
Print name	
Date	

This job description may be amended at any time by agreement.