



### **Job Description**

**Job Title**                      **IT Assistant**  
**Reports to:**                **IT Manager**

### **Job Purpose:**

The IT Assistant will provide support to the ICT manager.

### **Main Duties:**

- Supporting staff with photocopying and printer equipment.
- First line diagnostics of computer and A/V hardware issues.
- Ensuring computers are running at a good standard for staff and students.
- Assisting in audit of IT hardware and software.
- Teaching staff and students how to use various systems and software across the college.
- Assisting IT Manager with various tasks across teaching facilities and student residences.

### **Additional Duties**

1. To carry out any duties, at all times, in accordance with the College's policies including Health and Safety, Child Protection and Safeguarding;
2. To undertake any other responsibilities commensurate with the grade of the post, which the IT Manager may from time to time require.

*We reserve the right to introduce changes in line with technological developments which may impact upon the job duties or methods of working.*

*This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.*