Job Description

Job Title: IT Technician

Responsible to: IT Director

Objectives of the post:

- To provide IT support in maintaining and developing the school's desktop/tablet computers and related equipment
- To provide technical support to staff and pupils where required

Key responsibilities:

- To install and test Windows and Apple operating systems and updates
- To install and test new peripherals and device drivers
- To install and test application software
- To perform PC hardware repairs and upgrades
- To diagnose and resolve PC, printer, peripheral and software faults
- To setup or relocate desktop computers and related equipment
- To manage requests for IT support and escalate requests to the IT Manager or IT Director when necessary
- To manage IT peripherals stock
- To manage IT resources required for controlled assessment and examinations

These responsibilities may be subject to review from time to time and amended by agreement to reflect changing circumstances.

Carry out other associated duties as are reasonably assigned by the IT Director, Headmistress or other appropriate senior member of staff

The post holder may also be required to perform any other duties as may be reasonably required as far is relevant to the post holder's grade and level of responsibility, for which the post holder has the necessary experience and/or training. Responsibilities may be subject to review from time to time and amended to reflect changing circumstances.