

## NEWSTEAD WOOD SCHOOL

**Name :** **Grade :** Apprentice £3.50 per hour (£6,552pa)

**Title :** Apprentice IT Technician **Reports to :** Network Manager

### MAIN PURPOSE OF THE JOB

- To provide support for the day-to-day operation of the schools network and IT resources
- To maintain Computers, ICT and Audio Visual equipment in the school
- To problem-solve aspects of the network as required
- To support developments and improvements to the network.

### Responsibilities will include: -

- Acting as first-line support for students and staff who may be experiencing technical problems
- Day-to-Day management of network devices – Workstations, Printers etc.
- Maintain and/or replace failing hardware where required
- Assist with the management of the schools VLE (Virtual Learning Environment) and Website
- Assist with staff and student IT Training
- Carry out basic administration within the department as required
- Attend department meetings when required
- Other tasks as required to support the schools Network Manager and ICT Technician
- Assist with AV at school events / productions
- Manual handling of IT equipment around the school site.

*This job description may be reviewed and amended at any time after consultation with you. Please sign one copy of this job description and return it to the Head Teacher and retain the other copy for your information.*

Signed ..... Date .....