Bohunt Horsham

Title: IT TECHNICIAN

Hours: 37 hours per week, 52 weeks a year

Responsible to: Headteacher/Line Manager

MAIN FUNCTION: To provide and maintain computer and audio visual facilities for curriculum and administrative needs

MAIN DUTIES:
- To assist in maintaining the administrative infrastructure of the network
- Administering AD login accounts, Distribution and Security Group membership and Group Policy within a Windows Active Directory
- To assist in monitoring the use of the network and report suspected misuse
- To assist in the maintenance of the school Management Information System
- To support the development of curriculum technology
- To assist the set-up of local hardware
- Attach and set up peripherals to network and standalone computers
- To assist in first line maintenance of computer equipment including stations and peripherals
- Troubleshoot problems, both network and peripherals
- Clean and maintain all computer and multimedia equipment as required
- To assist staff, pupils and other technicians in the investigation and resolution of faults within all computers which arise from time to time
- Supporting Windows 10 PCs, laptops, tablets and Apple products
- To assist in the loading of new software onto the school network or onto individual machines
- To provide staff with IT support and advice
- Competent in the support of the following: Windows 10, IOS, OSX, Hyper V, MS server 2008,2012, 2012r2 2016, Exchange365, SQL, RDS, SIMS, SCCM, AD, Google Suite, MDM, Networking & Wi-Fi, Printing
- Support CCTV, telephone and Access Control systems
- Any other reasonable tasks as requested by the Head of School