

Job Description

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| **Job Title** | IT Technician (Apprenticeship) |
| **Grade** |  |
| **Reports to** | Network Manager |
| **Responsible for** | N/A |
| **Liaison with** | IT Department, Teaching staff, Support Staff, Pupils. |
| **Job Purpose** | To provide assistance/support to the IT Department, teaching, Support staff and pupils. To be responsible for the general maintenance of all school IT equipment. |
| **Principal Accountabilities** | * To check IT equipment on a daily basis.
* To be responsible for the maintenance of school IT equipment.
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| **Duties**,. | * To replenish paper and toners for classroom printers.
* To ensure that all computer screens are cleaned on a regular basis.
* To check the IT equipment in classrooms at the start of each day to ensure everything is in good working order.
* To assist with the installation of software.
* To update documentation as appropriate.
* To check Student Laptops daily, repairing any simple faults or reporting more complicated faults to their line manager or senior
* technician as appropriate.
* To assist and support staff and students with IT related matters or reporting more complicated issues to their line manager or a senior technician.

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| **General** | * To undertake any training commensurate with the post.
* To participate in the performance and development review process, taking personal responsibility for identification of learning,

development and training opportunities in discussion with line manager.* To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
* Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
* The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and

volunteers to share in this commitment.The duties above are neither exclusive nor exhaustive and the postholder may be required by the Head teacher to carry out appropriate duties within the context of the job, skills and grade. |