

Brakenhale School Job Description



Job Title	IT Technician
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Salary	Grade K
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Aim and main purpose of the job

To support the use of ICT within the school environment through maintenance of ICT software, hardware and related equipment, and providing support to staff and pupils to ensure administration and learning outcomes are maximised.

Accountabilities:

- Ensure dedicated ICT areas are ready for use each day and that they are in good working order at the end of each day
- Provide user support to identify and respond promptly to technical issues that arise within an agreed framework of performance criteria
- Check hardware regularly, repairing simple faults or reporting more complicated faults to a specialist technician / audio-visual service / contractor as appropriate
- Assist in troubleshooting hardware and software problems and resolve as appropriate
- Maintain a comprehensive database of all support requests, installations and maintenance tasks
- Maintain ICT asset register database
- Check and maintain stocks of ICT consumables
- Assist in the procurement of ICT equipment on behalf of the school
- Assist in the installation and maintenance of ICT equipment
- Maintain computer files by backing up / archiving and updating/deleting data as appropriate
- Maintain and assist in the development of the network
- Support adherence to school policies and procedures for the use of ICT within the school environment, including those relating to safeguarding, and report as appropriate in line with school policy
- Preparation for new school building project including assisting school staff and external contractors
- Support and maintenance of the school vending machines
- Any other duties as reasonably required by the Headteacher

(Please note training will be given).

Details of Line Management

IT Technician is line managed by the Network Manager. Support and mentoring will be given throughout.

Notes:

Whilst every effort has been made to explain the accountabilities of this post, each individual task undertaken may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title.