



POSITION: IT Technician & Classroom Support

JOB PURPOSE: To be responsible for the general maintenance of defined computer equipment and for the resolution of identified technical problems. To undertake general tasks which will promote the use of ICT across the curriculum and support teachers in the classroom.

RESPONSIBLE: IT Manager
Director of ICT & Specialists

Main responsibilities / duties of job:

- To contribute to the delivery of the ICT program throughout the school.
- To provide technical support to all users in a polite, efficient and friendly manner.
- To maintain and troubleshoot on PC/AV equipment.
- To install and configure hardware and software efficiently and to agreed timescales.
- To ensure that all ICT hardware is safe, sufficient and suitable in the classroom.
- To ensure that the ICT resources and materials produced, or used by those across the school are accessible, secure, maintained and up-dated as appropriate such as the school inventory.
- To maintain and administer audio and video devices.
- To support teachers with the use of technology (eg iPads, mini notebooks, IWB) in day-to-day tasks and in the classroom during lessons.
- To support staff and students in delivering content for the VLE.

Required experience

- Basic knowledge of TCP/IP and IT networking
- A thorough knowledge of operating systems such as Windows and up to date knowledge of PC hardware.
- A thorough knowledge of Microsoft office and internet related applications such as email, ftp and web browsers and competent knowledge of web trends and developments.
- Experience of working in a school environment.

Personal Qualities

- To be able to explain clearly problems and solutions, in non-technical terms.
- To work calmly and professionally under pressure.
- To be patient and have a methodical approach to work.
- To be able to prioritise tasks, work independent, self-motivated, detail-oriented and organized.
- To have attention to detail and good organisational skills.

This list provides a general summary but it is expected that the post holder will undertake any other duties commensurate with the level of responsibility of the post, as directed by the IT Manager, Director of ICT & Specialists or other member of the Senior Leadership Team.

This job description should be seen as enabling rather than restrictive and is subject to an annual review.

Name.....

Signed.....

Date:.....