

Appointment of an IT Technician
Term-time only (plus an additional 3 weeks)
Job Description

The Academy's Board of Trustees wishes to appoint an IT Technician who will be appointed on the following:

Grade: 6
Hours: 25 hours per week
Salary Range: Point 21-25
Salary: £20,541 - £23,111 (pro rata)

If successful with your application, you will be required to undertake such duties as may reasonably be directed by the Headteacher.

Main Duties:

- Troubleshoot existing IT equipment
- Install and deploy new IT equipment
- Oversee administration systems, printers and photocopiers

Technical Duties:

- Maintain multiple windows servers (Curriculum & Admin)
- Proactively troubleshoot any problems relating to IT software or hardware
- Maintain and backup the administrative IT systems to secure the school's financial and administrative records
- Ensure the Internet and all software is available as a teaching tool
- Ensure classroom projectors are fully operational and serviced as needed
- Oversee printers and teachers' printing allowances through 'PaperCut'
- Maintain the school website, built using 'Wordpress'
- Machine builds and deployment of standard images for laptops and PCs
- Installation and configuration of software and hardware
- Monitor and repair any defective equipment to guarantee the availability of the network.
- Troubleshoot essential IT equipment as and when needed, for example photocopiers.
- Maintain the asset register for maintaining stock levels of all consumables, hardware and peripherals, thereby facilitating the delivery of the curriculum in conjunction with the School Business Manager
- Communicate with external agencies regarding faulty equipment and updates on new opportunities, trends and equipment, to directly contribute to the continuous development of ICT in the school
- Communicate with third parties and suppliers ensuring value for money and good levels of service with minimal disruption to learning and administrative activities
- Assist senior leaders with budgetary issues regarding all aspects of IT
- Collate quotes for new purchases in accordance with academy policies
- Advise teachers on the use of appropriate software for the machines in-school so that programs chosen are compatible with the system
- Work within guidelines for health & safety, child protection and e-safety

In addition, the postholder must:

- act in compliance with data protection principles in respecting the privacy of personal information held by the academy
- carry out duties with full regard to all Academy policies, including the Code of Conduct for Employees
- undertake any other tasks as directed by the Headteacher