



ST EDMUND'S CATHOLIC SCHOOL JOB DESCRIPTION



JOB TITLE: IT Support Assistant Apprentice
REPORTS TO: Network Manager
SUPERVISES: None
PAY BAND: Apprenticeship - £24,310 per annum

JOB PURPOSE:

Install and maintain hardware and software.

Provide IT Technician support for the School as and when required.

Manage and maintain the School website and other Social Media accounts.

KEY ACCOUNTABILITIES

To actively promote the School's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place.

To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery.

To fully comply with the Health and safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work.

At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above.

To work with colleagues to achieve service plan objectives and targets.

To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs.

PRINCIPAL RESPONSIBILITIES/DUTIES

- Work under the direction of the Network Manager.
- Maintain and support Desktop Computer Hardware across the site.
- Maintain and support Software across the site (Windows 10, Windows 7, MS Office, Office 365, Sims.net, Curriculum Software etc.).
- Maintain and support printers across the site.
- Set up of presentation equipment for assemblies, meetings etc.
- Maintenance and support of Interactive Whiteboards and Projectors.
- Network Account administration (Active Directory).
- Provide support and guidance to staff and pupils in technical matters.

- Liaise with external suppliers and support lines in the maintenance and support of the School's network.
- Assist in the maintenance and updating of the School's website and other Social Media accounts.
- Assist in the production of School Artwork and Banners.
- Assist in the creation of School videos for the website, end of year assemblies and any other as required.
- Manage the development of the school Social Media presence using Facebook, Tik Tok and X.
- Ensure adequate security, both physical and data, on the network system.
- Identify the cause of faults and undertake basic repairs / maintenance.
- Install and test new ICT equipment, including hardware, network points, peripherals and software.
- Monitor consumables stock and equipment.
- A willingness to work flexibly, sometimes outside of normal hours, eg. Open Morning.
- Be aware and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To adhere to the School Health and Safety Policy including risk assessment and safety systems
- To contribute to the overall ethos and aims of the School.
- Participate in training opportunities and professional development as required.
- Support the School at school events as and when required (some may be after school).
- Be involved in extracurricular activities, (e.g. IT clubs, open days).
- Report pupil and school issues in line with the School's policies for health and safety, child protection and behaviour management.
- Attend staff and group meetings and training sessions as required.
- To attend Open Mornings which are usually held on a Saturday morning at the end of September/early October.
- To support with morning school welcome and other school activities.
- To help/support with student/staff afterschool clubs and events.

NOTE This Job Description is designed to outline the main duties and responsibilities associated with the post but is not intended to be an exhaustive list of all duties performed. It will be reviewed each year and it may be subject to modification or amendment at any time after consultation with the Post Holder / Line Manager and Headteacher. The responsibility for employees' health and safety does not rest entirely with the School and its management. The Post-Holder, irrespective of his / her position in the School, has a legal duty to comply with the law, to ensure that the workplace is safe for everyone.

I can do all things with the help of God who strengthens me. Philippians 4:13