WADDESDON
CHURCH OF ENGLAND SCHOOL

IT SYSTEMS SUPPORT TECHNICIAN

JOB DESCRIPTION

Reporting to:	Network Manager
Grade:	Bucks Pay Scale 2 (Full-time - 37 hours per week ,Year-round)
Role Objectives:	- To support the smooth running of the school's IT systems in order to enhance the educational opportunities experienced by students - To provide technical support to students and staff - To develop IT provision along with Network Manager and Senior IT Network Technician
Prescribed Duties:	**IT Systems** - Promote and safeguard the welfare of students according to school procedures, including child protection, equality and diversity, health, safety and security, confidentiality, and data. - Provide 1st Line technical support and advice to students and teaching staff. - Manage small projects, including but not limited to - Website Maintenance - Maintenance of IT equipment resources - Co-ordination of AV provision for assemblies - Facilitate the smooth running of the network by undertaking reasonable tasks as required, including some administrative tasks. - Support the school's internet, email, local storage and cloud storage facilities. - Support the day-to-day running of the curriculum, admin network and AV in collaboration with the Network Manager. - Provide support and maintenance for network hardware and software, including classroom support. - Provide technical support for curriculum and school events - Provide hardware support for Windows OS (ICT Suites) and iMac OS (Art and Music Suites) - Provide IT support for Reprographics - Support staff in the use of ICT equipment - Report faults to the Network Technician/Manager as required. - Support in-house training as and when required.

	• Attend meetings as and when required. • Work with school policies and procedures. Undertake skill training and participate in personal/performance development as required **Additional Administrative Duties** • Assist the LMT in other IT related and administrative duties and responsibilities commensurate with the level of responsibility of the role **Resource Management** • Monitor and control IT budget expenditure to ensure the efficient and effective deployment of resources
	General Responsibilities • To work within school policies and procedures with an up-to-date understanding of Keeping Children Safe in Education and related Safeguarding, Child Protection and Code of Conduct requirements • To contribute to the provision of a supportive, aspirational and effective environment for learning • To support the promotion of positive relationships with parents and outside agencies • To attend skill training and participate in personal/performance development as required • To take care of their own and other people's health and safety • To be aware of the confidential nature of issues and maintain confidentiality **In addition, other duties at no higher level of responsibility may be interchanged with/added to this list as required.**