

Job Title	IT Technician
Accountable to	IT Support Manager
Purpose of role	To provide technical support services to the schools' ICT facilities in the areas of curriculum and administration.

Main Duties:

- Provide basic IT support to pupils, colleagues and outside agencies
- Diagnose, repair and maintenance of IT equipment as directed
- Monitoring and control of IT consumables
- Support in the development of IT skills for others as directed
- Communicating with pupils, colleagues and outside agencies, establishing good relationships and being aware of and responding appropriately to individual needs
- Act on requests from colleagues and pupils in a timely and appropriate manner in line with agreed organisation procedures
- Meet given deadlines and targets; support colleagues in meeting their targets
- Gather, maintain and use data to provide accurate and timely information
- Understanding of role and to seek instruction for situations occurring outside of daily norms
- Support with the set-up and operation of electrical equipment for lessons, events and presentations
- Work constructively as part of a team, understanding roles and responsibilities and your own position within these
- To participate in training and other learning activities and performance development as required
- Creating webpages using HTML
- Undertake other duties commensurate with the grade of the post
- Printer maintenance and repair
- Using Office 365 (eg: Forms/Flow)
- Support with lunch & break duties, as directed

Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS disclosure.

Signed:

Date: