The Cotswold School Academy Trust – Job Description

Job Title:	IT Technician
Responsible to:	Governors, Headteacher, Network Manager

Overall Responsibility

- To work with the Network Manager to manage the daily operations of the school network, staff, students, peripherals, hardware and software
- To ensure security and privacy of networks and computer systems
- To contribute to the safeguarding and promotion of the welfare and care of children and young people, in keeping with Gloucestershire County Council and Cotswold School policy & procedures

Job Outline

- To support the Network Manager in all IT related issues, to monitor IT systems and follow routine maintenance procedures
- To support all staff and students with IT needs including equipment, projectors, sound systems ensuring they are ready for use and operating correctly
- To set up computers and any peripheral devices i.e. for school assemblies, courses, events etc
- To troubleshoot issues with AV/hardware/software and repair or escalate as appropriate
- To install any hardware or software as required
- To support the maintenance of all school systems including the network, cloud based systems, Windows/Macos devices etc
- To help set up hardware/peripherals for internet and external examinations
- To provide technical support for Drama GCSE and A level students for their exams
- To provide general support with all lighting/sound for the drama department
- To support students in the appropriate use of IT when required
- To support the smooth implementation of specific IT projects
- To ensure the security and privacy to school networks and computer systems
- To report any issues or incidents to the Network Manager in a timely manner
- To attend any relevant courses to improve or update IT skills

Other Specific Duties

- To attend relevant meetings and training sessions
- To follow school policies, practices and procedures
- To set a good example in terms of personal presentation, attendance, punctuality and professionalism
- To be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions

Continuing Professional Development
• In conjunction with your line manager, take responsibility for your own personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the School • Undertake any necessary training / professional development as identified in the School Development Plan and implement this in your work to positive effect • Undergo appropriate training to support the delivery of 'specified work' in order to develop skills for the post • Maintain a professional portfolio of evidence via SchooliP to support the Performance Management process - evaluating and improving your own practice
Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified. We are an equal opportunities employer and value and respect diversity across our whole school community. The Cotswold School is committed to safeguarding and promoting the welfare of children and young people. All posts are subject to an enhanced DBS check and receipt of two satisfactory references.