



JOB DESCRIPTION

Apprentice IT Technician

Responsible to: School Business Team Administrator

Main Responsibilities:

- To provide technical and software support.
- Upkeep and maintain good order of all computer equipment.
- Support staff and pupils to raise their levels of knowledge and skills.
- Identify and remedy software, hardware and network faults.
- Advise on IT Health and Safety in the school and monitor practice.
- Support implementation of the school IT policy.
- Ensuring website is kept up to date.
- Adding content to digital signage boards around the school.
- Researching into the latest IT/digital technologies for schools.
- Supporting staff in lessons.

Specific Duties:

Admin / Classroom Support

- Acting as first point of contact for all IT issues.
- Record all procedures and processes in detail to support staff knowledge.
- Support the teachers and pupils with the laptop trolleys whilst running a lesson.
- Manage and develop use of Kindles and iPad including Apps.
- Manage and maintain Google Classrooms applications.
- Knowledge of the programmes used across all year groups and within all curriculum areas.
- Workshop to help pupils and parents after school.
- Being a proactive member of staff and getting involved with all the aspects of school life including non-IT areas.
- To run an afterschool's club or small groups for IT.

Maintenance / Health and Safety

- Maintenance and cleaning of computers, interactive boards and projectors weekly.
- Install and maintain software systems as required.
- Stock control and upkeep of related records and inventory. [Assets Register]
- Maintaining internet access websites used and permissions granted.
- Maintain network internet and email logins.
- Responsible for diagnosing and resolving hardware, software and end user problems.
- To supervise and run the connection to the Internet.
- Application of theft deterrent markings to all existing and new equipment as necessary.
- Undertake periodic safety checks on equipment and materials, reporting findings to School Business Team and Curriculum Assistant Headteacher.
- Manage anti-virus software.
- Looking after all audio and visual equipment and looking for exciting ways to use it.
- Create and maintain database logs of incidents and requests.
- Provide analysis of system reports (including network and maintenance) as requested.



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Procurement

- Getting quotes for IT equipment and finding good deals.

Strategy Development / Training

- Run a personal development meeting for staff once a month.
- To manage and maintain the school's network.
- Produce "How to Guides for new staff" and deliver staff IT Training.
- Working with teachers to ensure IT skills are utilised across the curriculum.
- Maintain and update website.
- Work with Leadership Team to develop IT Strategy.
- Being up to date on the latest technology to advise the school.
- And any other reasonable tasks as directed by the School Business Team Administrator and Curriculum Assistant Headteacher.

Characteristics of the post

- To work independently, with initiative.
- To set priorities and manage time effectively.
- To relate well to staff and pupils in a friendly and positive manner.
- To carry out several ongoing tasks simultaneously.

System and Tools include: -

- Office 365
- Windows 11
- Parent/school communication system – e4education
- School learning platforms
- Google classroom/G-Suite
- Bromcom [staff and pupil management system]
- Papercut photocopier system
- Interactive smartboard software
- Cloud Management