

CHESTERTON COMMUNITY COLLEGE

Headteacher: Lucy Scott

Job title: IT Technician

Main Purpose

To support the provision of an efficient and effective IT service.

Main Accountabilities

- To provide installation, and maintenance support for ICT.
- To assist in providing administrative support to the ICT team
- To assist with the audit of equipment, loan equipment, licences and warranties maintaining relevant databases where appropriate.
- To assist in creating and publishing user training material.
- To keep abreast of any technology refresh or upgrade and ensure that staff are aware of changes made and undertaking minor training of staff
- To check on arrival, install and test software and hardware. To ensure that all peripheral equipment is maintained in working order, set up such equipment as required and integrated with ICT equipment.
- To ensure that anti-virus and internet filtering software is in place, up to date and working properly.
- To assist with the administration of the local area network at the Academy, and wider where appropriate, ensuring standards of data integrity, security and access are maintained.
- To assist in the provision of technical support to all staff users to resolve problems, and refer complex problems on. This to include administering repairs and maintenance of all ICT equipment, liaising where necessary with contractors and ensuring timely return of equipment to users.
- To provide instruction and advice to the user of ICT equipment.
- To be familiar with the network infrastructure in the Trust (cabling, wireless, patch panels, routers, switches, hubs etc.) and be able to undertake reasonable repairs/maintenance.
- To participate in R&D/evaluation of hardware and software as required.
- To comply with the requirements of the Data Protection Regulations in force and confidentiality requirements of the role.
- To ensure appropriate responses in respect of child protection and safeguarding issues.
- To ensure safe working practices, and insofar as is reasonably practicable, a hazard free environment in all areas.
- To undertake any other duties that are within the scope of the post as determined by the Business Manager or other senior member of staff.