

JOB DESCRIPTION

Title: IT TECHNICIAN

Hours: 37 hours per week, 52 weeks a year

Responsible to: Senior IT Technician

MAIN FUNCTION: To work with the Senior IT Technician and the other technician to provide and maintain computer networked facilities for curriculum and administrative needs

MAIN DUTIES:

- To assist in maintaining the administrative infrastructure of the academic network
- To assist in the creation and management of school e-mail accounts
- To assist in the monitoring of the use of the academic network and report suspected misuse to the IT Manager

- To assist in the maintenance of the school Management Information System
- To support the development of curriculum technology
- To assist the set-up of local hardware
- Attach and set up peripherals to network and standalone computers
- To assist in first line maintenance of computer equipment including stations and peripherals
- Troubleshoot problems, both network and peripherals
- Clean and maintain all computer and multimedia equipment as required.
- To assist staff, pupils and other technicians in the investigation and resolution of faults within all computers which arise from time to time
- To assist with the MacOS hardware and software
- To assist in the loading of new software onto the school network or onto individual machines
- To provide support and advice for staff using IT
- Assist in the support of servers: Hyper V, MS server 2008,2012, 2012r2 2016, Exchange, SQL, Remote desktop Services
- Opportunities to work with CCTV and Access Control systems
- Any other reasonable tasks as requested by the Head of School