WEATHERHEAD HIGH SCHOOL

POST: **IT TECHNICIAN FOR SUPPORTING AND MAINTAINING COMPUTER SYSTEMS THROUGHOUT THE SCHOOL.**

36 hours per week – full-time contract.

This post is designed to:

1. Support the co-ordination and management of the computer network.
2. Support staff with the use of IT equipment.
3. Support the development and implementation of new technology systems in the school.

The successful candidate will be responsible to the Senior IT Technician. He/she should have good communication skills and be able to work as part of a committed team.

Job Description

1. To assist in the set up and maintenance of the computer equipment throughout the school including supporting the co-ordination and the management of the computer network.

2. To be responsible for the daily operation and maintenance of G Suite, Apple MDM solutions and Windows 10.

3. To identify and repair minor faults to computer hardware as appropriate.

4. To support the management of software requirements for the school including:
   - School email generation and updates
   - Identifying software needs for the network and departments
   - Installing new software
   - 'Troubleshooting' software problems
   - Updating network arrangements, as required.

5. Liaise with the school's IT support partner, as required, over the repair of hardware.

6. To check the safety of computer equipment in accordance with the school's Health & Safety regulations.

7. To be responsible for stock taking and the maintenance of stock records in conjunction with the Senior IT Technician.

8. To advise the School Business Manager on the availability of new software and hardware available.

9. To assist in the costing of IT equipment and software.

10. To assist in the development and implementation of new technology systems in the school.

11. To carry out any other duties commensurate with the grading of the post as may be decided by the Headteacher.

These responsibilities may be changed in the light of future developments but only after consultation with the post holder.