



Aston Fields Middle School

'A School of Character'

IT Technician

Job Description

Scale: SC1
15-20 hours per week term time only.
TE Days included.

Responsible to: IT Manager

Main purpose of post

- To support the IT Manager to provide professional management of the school's computer systems, applications and associated software across Aston Fields Middle School.

Standards and Quality Assurance

- Support the aims of the school.
- Set a good example in terms of dress, punctuality and attendance.
- Support the development and effectiveness of teamwork within the school environment.
- Develop and maintain working relationships with other professionals.
- Attend team and staff meetings as required.
- Undertake professional duties that may be reasonably assigned by the Headteacher or line manager(s), for example Deputy Headteacher and/or SENDCo. This may include general whole school administrative tasks.
- Be proactive in matters relating to health and safety.
- Understand and adhere to the school's policy and practice relating to confidentiality of information, in particular, safeguarding.
- Maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.

Main duties

Under the direction of the IT Manager:

- Provide administrative support with various systems which include the website, Microsoft, Google
- Maintenance of Servers.
- Maintenance of student and staff accounts.
- Installation of and troubleshooting of software and hardware.
- Undertake the implementation and maintenance of the school's computer systems to comply with users' requirements and changes in legislation.
- Rebuilding of existing devices and creation of new devices through recycling.
- Arrange collection of redundant IT equipment and record disposal.
- Ensure the inclusion of controls and procedures to maintain the security, privacy, reliability, and confidentiality of data in all systems.
- Undertake error corrections, new application releases and enhancements for bespoke and packaged systems and maintain contact with appropriate suppliers.
- Maintain and update the IT asset register and undertake audits as required.
- Maintenance of specialist equipment, check for quality safety, undertake specialist repairs/modifications within own capabilities.
- Support the use of all third-party IT systems that the school subscribes to.
- Assist in the estimation of costing the implementation of new development or enhancements.
- Keep abreast of, and conversant with, all relevant legislation, technological developments and techniques.
- Provide support to staff via our helpdesk system
- Maintain and update procedures via the helpdesk system and knowledge base



- Install and maintain hardware on a variety of operating systems such as: Windows, ChromeOS, iPads, and Android

Contacts

In all contacts, the postholder will be required to present a good image of the school and the County Council as well as maintaining constructive relationships. This includes on social media platforms, as outlined in the Staff Code of Conduct/Handbook which will be provided as part of induction procedures.

Notes

- The Governing Body reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users.