



IT Technician, The Cam Academy Trust, Comberton Village College

JOB DESCRIPTION

Salary: Scale 3, Point range 14-17, £17,681 - £18,672 per annum FTE

Hours: 37 hours a week, either full time or term time only

Line of Responsibility

The Junior IT Technician is directly responsible to the Team Leader/Line Manager

MAIN PROFESSIONAL DUTIES

Strategic Purpose

To ensure comprehensive technical support for ICT curriculum admin support.

To improve cross-curricular standards and achievement by facilitating the efficient use of ICT, allowing flexible, progressive and innovative teaching and learning methods to be developed and deployed.

Main Duties and Responsibilities:

- Provide fault diagnosis and repair of all ICT equipment at first and second-line.
- Assist the Network Manager/Team Lead in the daily maintenance of key ICT systems and infrastructure.
- Where necessary, assist first-line staff in the maintenance and fault resolution of hardware and software.
- Take responsibility for project-based work, individually and as part of a team.
- Assist in the setup and implementation of new systems across the site including all relevant documentation and training for members of staff.
- To take responsibility for the effective management of all software deployed.
- Comply with all relevant regulatory, licensing, confidentiality and Health and safety legislation.
- Install updates, archive data and assist with data export for Academy administration systems.
- Ensure web/email services are efficiently maintained.
- Assist the Team Leader / Line Manager in ensuring that adequate disaster recovery measures are implemented and frequently checked.
- Assist in the management and configuration of all server-based systems including Active Directory.
- Build, test and roll-out applications and software packages for use across the network.
- Liaise with external agencies in order to resolve technical issues if and when required.
- Identify, prepare and deliver training to staff as required.
- Any other tasks considered reasonable by the Team Leader/Line Manager.

Meetings:

- To meet and work with key colleagues and teams.
- To attend, contribute to team meetings as appropriate.



General

- The post holder will attend school events as required.
- The post holder will attend training sessions as required.

Conditions of employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to support and encourage the College's ethos and its objectives, policies and procedures as agreed by the Governing Body.

To uphold the College's policy in respect of Child Protection matters.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service (DBS) check will be carried out for the successful candidate.

The post holder may be required to perform any other reasonable tasks after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

All staff members participate in the College's performance management scheme.