



# IT Technician

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| <b>Title:</b>               | IT Technician                                                   |
| <b>Salary:</b>              | £18,333 - £20,393 (DOE)                                         |
| <b>Hours:</b>               | Monday - Friday 08:30 - 16:30 (1-hour unpaid lunch) (Term)      |
| <b>Hours:</b>               | Monday - Friday 09:00 – 15:00 (1-hour unpaid lunch) (Half Term) |
| <b>Holiday Entitlement:</b> | 25 Days + Bank Holidays                                         |
| <b>Extra:</b>               | 5 Saturdays per year as required                                |
| <b>Responsible to:</b>      | ICT Network & Infrastructure Manager                            |

## MAIN RESPONSIBILITIES:

To provide support for PCs, laptops, iPads, AV systems, smart TVs, telephones, and printers. To support Microsoft 365 and other digital technologies. To provide ICT and AV support for a range of school events, including virtual, operating, rigging, and de-rigging equipment where directed by the ICT Network & Infrastructure Manager.

To form a part of the Network Support Team to support a range of ICT and AV technologies as required by the school and comply with Safeguarding and Health & Safety policies and practices. Working closely with the ICT Network & Infrastructure Manager you will integrate existing and emerging ICT and AV resources into all aspects of supporting staff and students.

- Support the provision of Digital Media & Digital Signage across the school
- Support all AV and specialist technical requirements for events, to assist in the operation, setting up and movement of equipment as required around the building
- Provide 1st line customer support
- Assist the ICT Network & Infrastructure Manager with support and maintenance of all ICT equipment where required
- Record and edit video for various events including school performances using software like Adobe Create Cloud
- To help deliver sound, lighting, audio-visual and staging support to staff and students in Performing arts and music practical work and assemblies
- To help ensure all performance and backstage areas are maintained, free from obstruction, in a presentable state and that equipment is stored correctly and securely

- To assist in maintaining and servicing of sound, lighting, audio-visual, projection, and staging equipment across the school
- To have full regard for the schools Safeguarding, Health and Safety requirements
- To contribute to the provision of a stimulating teaching environment whilst adhering to the Health and Safety policies

## **MAIN DUTIES:**

- Set up and operate technical equipment for assemblies, events and performances where required
- Provide support and maintenance as required by the NST (Network Support Team) Helpdesk system
- Maintain appropriate storage spaces for ICT & AV resources
- Maintain an accurate inventory of equipment and materials
- Undertake general maintenance, including cleaning of equipment and 1st line basic maintenance and repair
- Liaise with the ICT Network & Infrastructure Manager on purchase, hire, repair, and maintenance of the equipment
- Maintain the display boards and cabinets ensuring that materials are current and well maintained
- To help deliver sound, lighting, audio-visual and staging support to staff and students in Performing arts and music practical work and assemblies
- To provide support within lessons for the deployment and use of laptops/iPads
- Undertake essential health and safety training to the required standard and other training as required, including Manual Handling, Safeguarding and Fire Awareness