

JOB DESCRIPTION

Job Title: IT Technician

Reports to: Lead Network Technician

Key Purpose of the Job

To assist the Network Technician in the smooth running of the school computer network

Key Responsibilities

- Provide support for staff and students with individual IT devices and equipment (including 1-1 Chromebook scheme, interactive screens, sound, projectors)
- Configure new student devices, management of Google Admin console
- Configure new staff devices, installing relevant software and security settings.
- Repair and upkeep Loan Chromebooks for the Library

Shared responsibilities with the Network Technician

- Support IT within the school at all levels (staff and students) to provide an efficient and high-quality IT service
- Co-manage the school's IT Helpdesk
- Maintain audio/visual equipment throughout the school
- Keep a log of technical faults and software issues. Knowledge of SCCM, Active Directory, Google Suite desirable
- Work alongside HFL Education IT Services who provide school support

Additional Information

The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities and in performance management and development, as required by the school's policies and practices

Health & Safety

Be aware of and comply with policies and procedures relating to child protection; health and safety and security; confidentiality and data protection; and report all concerns to an appropriate person.

Review of Duties

Full training will be given and the postholder is expected to accept any reasonable alterations to the role that may be necessary from time to time. The key purpose and key responsibilities of the job are subject to review and may, after discussion with the postholder, be revised.

We are an Equal Opportunities employer. The Broxbourne School is committed to ensuring inclusion, diversity and equality of opportunity. We welcome applications from all suitable candidates and encourage those from underrepresented groups, and/or with protected characteristics, to apply. The school is committed to safeguarding and promoting the welfare of children and young people and expects anyone applying to work in our school to share this commitment. All appointments are subject to pre-employment checks, including a satisfactory enhanced criminal records with Barred List check through the Disclosure and Barring service.