



SIR JOHN LEMAN HIGH SCHOOL & SIXTH FORM

Job Description

Role: IT Technician

Salary Scale :Grade 3, point 7-10

Reporting to: Network Manager

General Responsibilities

All school staff are expected to:

- Work towards and support the school's strategic vision and the objectives
- Adhere to school policies and procedures as set out in the staff handbook or other documentation available to all staff.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.

Principal Duties:

Typical duties will include but are not limited to:-

- Offering technical support to students, staff members and visitors in relation to the IT support functions within the school.
- Investigating faults, diagnosing and repairing hardware and software faults, sourcing parts and technical support as required.
- Hardware and software installations/upgrades
- Assisting with technical and software queries raised by staff and students
- Setting up user areas and passwords for new staff and students
- Ordering and replacing parts and consumables
- Maintaining accurate records of IT equipment throughout the school
- Other IT support duties, commensurate with grade


This job description is intended as a guide only and not as an exhaustive list of duties. The post holder will be asked to carry out tasks that are not specifically detailed on this job description but which are deemed appropriate for the post holder to fulfil, either by the Headteacher or another member of the Senior Leadership Team.

All duties will be carried out within recognised procedures or guidelines.

Person Specification

- Ability to interpret information or situations to solve problems
- Ability to use analytical, judgemental, creative and developmental skills
- Demonstrable experience in trouble shooting IT issues, with a willingness to learn and increase knowledge
- Good levels of literacy and numeracy
- An understanding of school structure
- Ability to meet deadlines
- Ability to work on own initiative and as part of a team
- High levels of accuracy
- High levels of self-motivation and a positive approach

Our Core Values:



In Summary

Our core values We believe in:	Our vision
Opportunity	We are ambitious for every child in our trust schools and we are dedicated to success for all. The decisions we make as a trust and the way we work is built upon what is right for the young people in our care.
Community	Each school will be a distinctive community that builds confidence in young people. Pupils will grow as individuals, work together and develop an understanding of the world around them.
Excellence	Every child will thrive in a strong school. Expert teachers, supported by strong leaders, bring to life a curriculum that gives pupils the knowledge and skills to succeed.