



The Yare Education Trust

Thorpe St Andrew School and Sixth Form

Job Title: IT Technician - Apprentice
Contracted Hours: 37 Hours Per Week – All Year Round
Responsible To: IT Technician – Team Leader

1. PURPOSE AND SCOPE

Under the direction of the IT Technician – Team Leader, or other appropriate supervisor, and in accordance with the practices and procedures of the school, ensure that a safe, effective and efficient IT technical service is provided for the use of students, teaching and associate staff.

2. ORGANISATIONAL RELATIONSHIPS

2.1 Responsible to the IT Technician – Team Leader.

3. PRINCIPAL DUTIES AND RESPONSIBILITIES

a) Provision of Practical Facilities and Resources

3.1 To prepare, install and assemble IT equipment.

3.2 When requested by teaching staff, to demonstrate the use of different equipment and software with particular regard to safety, including providing technical advice. To advise teachers when required, particularly those teaching outside the specialism.

b) Construction and Development of Apparatus and Equipment

3.3 To construct and devise equipment to meet the changing needs of practical programmes, including the manufacture of teaching aids. To adapt apparatus and basic storage facilities.

c) Maintenance of Departmental Facilities and Resources

3.4 To ensure that equipment, including teaching aids, is maintained in a serviceable and safe condition.

3.5 To undertake repairs whenever necessary and, where applicable, recommend or arrange outside repairs, replacement or maintenance.

3.6 To ensure that appropriate levels of stock are maintained to meet the requirements of the school.

d) General Responsibilities

- 3.7 Support school events (e.g. Prize Giving) with IT, lighting and sound system management.
- 3.8 To ensure the website content is updated under the direction of the IT Technician – Team Leader.
- 3.9 To liaise with external agencies such as suppliers and manufacturers regarding the provision, installation and repair of equipment etc.
- 3.10 Where applicable, to undertake administrative tasks associated with the post, including stock recording, ordering, etc.
- 3.11 To be aware of, and to comply with, all school instructions and procedures relating to health and safety at work and to recognise the main responsibilities required under the Health and Safety Work Act 1974 and associated legislation.
- 3.12 To contribute to safe working practice in preparation / storage / teaching areas.
- 3.13 To maintain an up to date knowledge of technical developments in the field.
- 3.14 To undertake general tasks according to the needs of the school.
- 3.15 To undertake any other duties within the scope of the post, as required by the Principal or other appropriate supervisor.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees are expected:

- to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- to have a flexible approach to work and be willing to work outside of the normal working day, as required, to meet the needs of the role and school.
- to be courteous to colleagues and students, providing a welcoming environment to visitors and telephone callers.

This job description is current at the date shown but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

November 2020