



DURHAM TRINITY SCHOOL & SPORTS COLLEGE

JOB DESCRIPTION

Name		Post	Apprentice IT Technician
Reporting to:	ICT Network Manager/School Business Manager		
Responsible for:	To assist in all aspects relating to the care and maintenance of computing, audio-visual, photocopying and telephone equipment across the school		
Liaising with:	ICT Network Manager		
Working Time:	37 hours per week/52 weeks per year		
Salary/Grade:	Apprentice Grade		
Disclosure Level	Enhanced		

Key Duties

- To provide first line helpdesk support for hardware, software, audio-visual, photocopiers and telephone equipment.
- To assist with the purchase, setting up, maintenance and repair of computers, audio-visual equipment, computer-linked equipment and computer-related equipment.
- To install and configure software applications.
- To help produce and maintain IT statistics, reports, checklists and other documentation as necessary.
- To assist with the upkeep of the school IT inventory.
- To help maintain appropriate stock levels of computer consumables and accessories and to raise purchase orders as necessary ensuring that value for money is obtained.
- To maintain satisfactory standards of safety and security in relation to computer rooms and equipment.
- To set up, maintain and organise repairs for various computing, audio-visual and telephone equipment.
- To update the school's website.
- To work towards and complete a Level 3 Digital Apprenticeship by attending Durham New College 1 day per week during term time.
- To be aware of and abide by the school health and safety procedures and associated policies.
- To proactively implement the school's policies and procedures.
- To undertake any other relevant duties as may reasonably be requested by the Headteacher.

Signed

Date