

Post Title: ICT Apprentice
Grade: National Minimum Wage according to age.
Job Purpose: To follow a learning programme and to assist in providing ICT support to the placement.
Main Duties: The following list is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 Assist in maintaining computer systems, server, hardware & software applications, installation and repair as appropriate.
- 2 Assist in ensuring that computer equipment and IT consumables are fit for purpose in line with corporate policy (including basic maintenance of equipment).
- 3 Assist in the collection, recording, compiling of data both manually and electronically, in order to maintain a comprehensive, up to date ICT inventory. Respond to ad hoc queries where appropriate.
- 4 Liaise with staff and customers as appropriate, including the provision of ICT services where appropriate.
- 5 Attend training courses and complete all required work within target timescales as set out within individual learning plans, reviews, college timetables and tutor instructions.
- 6 To attend period reviews and report learning progress
- 7 To assist in maintaining a healthy, safe and secure environment and to act in accordance with all placement policies and procedures
- 8 Promote and implement equal of opportunity in all aspects of employment and service delivery.