**Communications and IT Technician**

**Job Description**

Manage user accounts on multiple platforms including but not limited to Windows active directory, SIMS MIS, Office 365 and Azure AD

Maintain Windows based servers, including backing up, updating and general maintenance of the servers

Daily troubleshooting of hardware and software both inside and outside of the classroom.

Maintain IPADS for staff and students on the platforms ASM and JAMF. This includes user management, updating, enrolling devices and troubleshooting.

Liaise with providers such as DELL and Microsoft to find deals and help keep up with the ever developing world of technology.

Support via remote tools to help users that are working off site.

Manage school Facebooks, websites and parent communications systems

Manage pupil learning accounts and platforms

Photograph school events