

**Job Description**

**Trust IT Assistant**

**Salary: Zero Hour Contract (£15 ph)**

**Reports to: Trust IT Manager**

**Purpose of the job**

* To work within the ICT Department to maintain a comprehensive first line ICT and A/V support service to the school community.  To assist Trust ICT Manager in the development of all Trust schools IT systems as and when required.

**Duties & Responsibilities**

* To assist the Trust IT Manager with projects.
* Manage own workload through tasks assigned related to ongoing Trust projects.
* Assist with the maintenance of all ICT rooms and equipment in accordance to project-related tasks.
* Assist with general technical support for the ICT department when requested.
* Support on the interactive teaching technology and provide necessary support, including
* keeping accurate records of IT assets and maintain the schools Asset Register ensuring the
* correct disposal of any redundant stock in line with the Trust procedures.

**Professional Development**

* Willing to attend training courses as deemed suitable (training to normally take place

during working hours, which may include time on designated INSET days)

* Keep up to date of current developments to inform the school improvement Plan.

**General**

* Positively promote and enhance the profile of the school to all visitors and external
* agencies whenever possible.
* Maintain confidentiality and security of all documentation, school IT systems and other
* information linked to students, staff and the School, adhering to the school’s Data
* Protection Policy.
* Comply with all school policies and procedures relating to child protection, safeguarding,

equal opportunities, health and safety, security, confidentiality by reporting any concerns to

an appropriate person.

This job description is not exhaustive and you may be required to undertake other activities of a similar nature that fall within your capabilities as directed by management.