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| logo2 | **Park Way Primary School** |

**Job Description:** IT Technician

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| **Grade:** | **Kent Range 5** |
| **Responsible to:** | **Resources Manager** |

To work closely and in partnership with the current ICT technician to provide technical support to enable effective learning.

# Responsibilities and Duties

* To be instrumental in the purchase of IT equipment.
* Maintain all curriculum hardware including Ipads, cameras, laptops, kindles, ipods etc.
* Maintain hall computer, projector and lighting desk, and operate/troubleshoot when required.
* Maintain admin computers and peripherals
* Maintain laptops and keep a check of location. Perform annual physical health and security check, updating as necessary.
* To ensure school has current software licences and an updated record of these.
* To support staff in their use of IT.
* Maintain network, taking swift action to address issues.
* Install new software for use across the network, customize desktops and software configuration
* First line software and hardware fault analysis and if possible resolution
* Report faults to maintenance contractor or managed service supplier (EiS/Cantium)
* Unpack, security mark and install IT equipment and configure items of equipment according to instructions.
* Perform builds and configuration of new computers, iPads and laptops.
* Assist with entering all new equipment onto asset register. Security mark as appropriate.
* Check and update anti-virus schedule.
* Maintain and monitor back-up schedule
* Monitor and maintain Microsoft licences in consultation with Resources Manager and partner technician.
* Apply SOLUS and SIMs updates, patches and fixes as necessary
* Apply any necessary changes to Smart LAN
* Advise on the effective “housekeeping” and use of Office 365.