Job Description- IT Network Technician

Job Title	IT Network Technician
Grade	LGS Band 3 Point 6 – Point 17
Reports to	Network Manager
Liaison with	Staff, students an external bodies
Job Purpose	To provide IT support to all users and to manage the schools IT systems.
Duties	• To provide IT support to all users • To work as part of the IT Support Team • To maintain the school's IT systems and peripherals. • Installation, upgrading, and maintenance of relevant hardware and software. • To maintain a fully comprehensive and up to date asset register of all IT hardware within the school • To carry out proactive checks within the school's IT systems • To order new equipment and resources • To ensure data back-ups are maintained and stored appropriately • Contribute to policy development e.g. use of internet policy, data protection policies, IT strategic plan etc. • Keeping up to date with new technology and advising others as appropriate • Giving advice, guidance and training to users where necessary • Advising users of appropriate usage. • To attend relevant training and National IT Exhibitions • Ensuring adequate stocks of peripheral IT equipment • To maintain the School's website • Maintain the School's broadband internet service and filtering • To maintain the schools IP phone system
General	• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment • The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher, Network Manager or Business Manager to carry out appropriate duties within the context of the job, skills and grade

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