



ST. NICHOLAS SCHOOL

Philpott Avenue, Southend-on-Sea, SS2 4RL

Headteacher: Mrs L. Fox

Telephone: (01702) 462322

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Web: www.stnicholas-school.co.uk

SEN Trust Southend



JOB DESCRIPTION

JOB DESCRIPTION: IT Apprenticeship

RESPONSIBLE TO: The Headteacher/ IT Manager

Main purpose

An apprentice to assist the IT Manager within St. Nicholas School to keep the school's IT systems running at peak performance, providing support to both office and teaching staff.

Duties and responsibilities

- Login and support processing tickets
- Install and uninstall required software
- Install / reinstall operating systems to machines
- To troubleshoot classroom technical problems
- To ensure that all curriculum hardware is maintained and stored in an appropriate manner
- To clean and change hardware components within laptops / desktop computers
- To keep audits up to date with changes
- Maintenance of all ICT equipment, as directed
- To have regard for the welfare of pupils always
- To actively assist with the implementation of the schools aims and policies
- To take an active part in the performance management process
- To carry out your duties, responsibilities and rights as laid out in your Contract of Employment

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out.