

## **JOB DESCRIPTION – IT APPRENTICE**

**Job Title:** IT Apprentice

**Reports To:** Trust Network Manager

**Supervises:** N/A

**Band:** Band A Point 1

**Job Purpose:** To assist in the maintenance and support of the Multi-Academy Trust's Network, IT equipment and its users, while working to achieve a L3 Information Communications Technician qualification.

### **Key Corporate Accountabilities**

To actively promote the School's Equal Opportunities Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place

To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery.

To fully comply with the Health and safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work.

At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above.

To work with colleagues to achieve service plan objectives and targets.

To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs.

### **Principal Accountabilities**

- Oversee and manage requests for IT resources and equipment to support teaching and learning in the classroom.
- Support multiple schools within the Trust with their IT and computer network.
- Manage and support users.
- Carry out basic maintenance and repairs of IT and AV equipment, under the guidance of a member of the network team.
- Manage the retrieval, distribution, disposal and storage of IT and AV equipment.
- Perform basic software updates, installations etc.
- Ensure that IT and AV equipment is checked, cleaned, inventoried and any damage or issues are logged and reported to the school's senior leadership team or trust network team.
- Learn from the other network staff within the trust and work towards a L3 Network Technician qualification
- Assist in the setup and preparation for in-school training and events; such as open evenings, assemblies, presentations, examinations and training courses held within the school.
- Carry out any other duties deemed appropriate by the school's network team and Trust Network Managers