

JOHN LEGGOTT COLLEGE



JOB DESCRIPTION

JOB TITLE: IT Technician

REPORTS TO: IT Manager

Purpose of the role:

- To provide assistance and support for staff and students using IT, in terms of hardware, software and learning platforms. To work as part of a team, to assist and support with maintenance and development of IT provision within the college.

Key responsibilities:

- Pro-actively provide assistance, advice and support for staff and students using IT Services.
- Provide one-to-one assistance for any user, staff or student, of IT hardware and software.
- Assist in the operation of IT helpdesk and support system.
- Assist with repairs, routine maintenance and installation as and when required.
- Assist in the maintenance of a safe, orderly and secure working environment.
- Assist in the logging and recording of IT equipment including asset auditing.

In addition to the above mentioned attributes the successful candidate will be expected to:

- Have a flexible approach to working
- To be a good communicator
- To be able to work as a team and lone work.
- Support effective safeguarding of all young people throughout the College.
- Attend as necessary, meetings of all College Staff.
- Demonstrate commitment to own continuous professional development.
- Demonstrate positive behaviours and day-to-day commitment to the College's strategic plan.
- Adhere to College policies and procedures e.g. Equality and Diversity; Health and Safety.
- Undertake any such other duties as may be required, commensurate with the post which do not change the character or purpose of the post which are necessary to maintain outstanding standards.

The job description is an outline of the key tasks and responsibilities and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the College, as well as the personal development needs of the post holder.

We strive for equality throughout the college and positively encourage applications from all sections of the community. The College has a strong commitment to safeguarding and promoting the welfare of young people and vulnerable adults and all appointments are subject to an enhanced DBS clearance.

Employee signature:Date:

Line manager signature:Date: