

JOB DESCRIPTION

IT TECHNICIAN

We have embarked on the next phase of our ICT development programme and have a highly developed network servicing almost 500 computers, laptops and printers. Our IT team includes the Systems & Projects Manager & three IT Technicians.

Reporting

The IT Technician will report to the Systems Manager.

Tasks and Responsibilities

- To support the Systems Manager in maintaining the network
- To undertake routine maintenance e.g. servers, desktop support, internet connections, profiles, identify computer errors etc.
- To work with the IT team in resolving and trouble shooting technical and other IT problems which might arise on our servers, workstations, print services, operating systems and curriculum software
- To help with computer backups and virus checkers
- To provide technical support to both non-teaching and teaching staff as well as students.
- To undertake any other appropriate task to provide an effective and efficient IT technical support function to the School

Person Specification

The ideal candidate will have the following characteristics:

- Degree in IT eg. B.I.T., Computer Engineering or equivalent qualifications
- Knowledge of Windows XP, Windows Server 2003, Microsoft Office 2003 & 2007
- An understanding of Exchange 2007, SharePoint 2007, Windows Vista, Backup Exec, Sophos or Norton anti Virus would be helpful
- Proven track record of managing computers, networks, printers and peripherals
- Commitment to the use of ICT in teaching and learning
- Flexibility and the willingness to learn new skills
- High level of motivation
- The ability to work effectively as part of a team in a busy environment
- Exposure to a Wireless environment (desirable, but not essential)
- Microsoft MCSE qualification (desirable, but not essential)

All job specifications are subject to periodic review.