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| **Job Description** |

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| **Job Title: IT Technician reporting to ICT Network Manager** |
| **Salary/Grade:** SCP14 £22,462 – SCP 18 - £24,313 **Full time 37.5 hours per week** |
| **Academy Name:** EBN Academy |
| **Location/Address: 1580 Coventry Road, Yardley, Birmingham**  |

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| **Job purpose:** A hard-working, honest, dependable, enthusiastic, self-motivated, driven and pro-active person to act as school IT Technician, willing to uphold the School ethos and support the aims and values of EBN Trust. The candidate will have a positive, can-do attitude, great interpersonal skills and logical approach to problem solving**Main duties:****Technical ICT Support:*** Booking and Allocation of IT Equipment.
* Monitoring and Logging of server backups.
* Replacement of consumables in printer and MFDs – ensuring printing provisions are available at all times.
* Management of user accounts.
* Installing and Configuring of new and existing IT Equipment.
* Repairing damaged IT equipment.
* Installing and configuring software onto IT Equipment.
* Monitoring and backing up footage from CCTV.
* Updating Software and Hardware on IT Equipment.
* Training staff on new Hardware and Software.
* Applying Critical Network updates.
* Update web filtering.
* Provide advice, guidance and assistance to teachers, pupils and other members of staff on developing their use of ICT in school.
* Maintain and service peripherals as required.
* Ensure software and Hardware licenses are adequate and up to date.
* Maintain and update school website, VLE & MIS

**General:*** Set up for assembly.
* Maintain School IT Asset Register.
* To assist with the operation of the schools administrative and curriculum networks.
* To work flexibly and undertake other reasonable duties of that may be required by the IT Network Manager or SLT.
* Possible cover for absences and sickness on our sister site.
* 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 and safety in the workplace.
* The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head Teacher or Network Manager to carry out appropriate duties within the context of the job, skill and grade.

**Hours:*** **Teaching days**

Monday – Friday 8am to 4pm * **Non - teaching days**

Monday – Friday 8am to 4pm **Holiday:**30 days holiday plus Bank Holidays Holidays are to be taken during school Holidays. **The school is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. An Enhanced Disclosure Barring Service (DBS) Check is required for the post.** |

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| This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. |

**Signed by**

**Date**