

JOB DESCRIPTION

KICKSTART

POST: Kickstart – ICT Support

REPORTS TO: Line Manager

Post Summary

Provide general ICT support to the academy.

- Secure, asset tag and ensure the safe set up of new and current equipment.
- Set up software and equipment such as laptops, data projectors, interactive whiteboards, sound and other specialist technology, ensuring that systems are ready for use and operating correctly.
- Deliver hardware and resources to work areas and classrooms as required making sure that any equipment booked is set up and working before the lesson begins.
- Troubleshoot hardware, software and network operating system and repair or replace equipment.
- Support the rolling out new hardware or software.
- Install / Rebuild / Imaging workstations, laptops or tablets onto the network.
- Connect and set up hardware.
- Allocate packages or locally install all required software.
- Configure items of equipment according to instructions.
- Detect, diagnose and resolve most PC, printer and peripheral device faults.
- Maintain a log of any software or hardware problems detected and the solutions put in place.

Such other duties as may be appropriate to achieve the objectives of the post or to assist the Academy in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

Any changes arising will take account of salary and status. They will also be subject to discussion and individuals or sections affected and with appropriate trade unions.

Shireland Collegiate Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.