

Job Description: IT & Reprographics Technician

Main Purpose: To assist the Network Manager in the day to day running of the IT & Reprographics systems

Basic Requirements
Using the specialist equipment in the rReprographics Office, print work and material in accordance with the schools Reprographics policy and within agreed times set out by the Network Manager
Ensure the stock of stationary is up to date in line with the needs of the school and provided to staff in a timely manner
Liaise with the photocopier supplier to ensure maintenance plans are in place and the relevant billing tasks are completed in coordination with the Finance Office
In line with the schools Reprographics policy ensure that departments are charged and the appropriate usage of the photocopiers is promoted. I.e., enforce the use of cloud services if the same output can be achieved in order to lower overall printing costs.
Basic tasks associated with Reprographics to be carried out as and when required (Ensure copiers have paper, restock paper when needed, replace/re-order toner, clear basic errors and then escalate to support supplier if required, creating booklets, laminating, etc.)
To assist the Network Manager in the day to day running of the IT systems
Administrator for the schools IT helpdesk
To replace faulty IT equipment
To perform regular checks of the IT labs
To support end users with anything IT related
Obtain quotes from preferred suppliers
Health & Safety
Ensure your compliance with the Health and Safety regulations applicable to the use of computing and visual display equipment
Make safe (repair/remove) damaged or faulty equipment immediately
Report any health & safety concerns immediately to the relevant person
General Duties
Keep software up to date
To diagnose and fix faulty equipment
To build and distribute new computers
Provide remote support when possible, via Impero
Regular checks that CCTV cameras are all online and recording
To test any software prior to releasing it onto school computers

JOB DESCRIPTION

Monitor Impero to stop any actions against the school policy's
Set up & remove IT equipment around site for school events Must be flexible with time in order to attend out of hours events when appropriate (School plays, Prize Giving, etc)
Replace projectors & projector lamps when appropriate
Maintain output devices such as Printers & other IT associated peripherals
Monitor & update school's mobile devices (iPads, Laptops, Android Tablets)
Make current, Active Directory & Google Classroom & end users departures
Personal Qualities
Liaising and communicating effectively with anyone associated with the school
Reflecting on the effectiveness of professional relationships and identifying where improvements can be made
Seeking line manager support where necessary and appropriate
Managing conflicts, misunderstandings and disagreements
Support Staff Code of conduct and conditions
In common with all staff, holidays must be requested by submitting the appropriate paperwork to the line manager, in your case the Network Manager. They will review the form in the light of the work demands during the time requested and any other holiday requests/approvals already submitted/granted
Lateness or absences to reported as soon as possible to your line manager
Staff to behave in a courteous and respectful manner to fellow staff and visitors to the School
Inventry system to be used when arriving to and leaving from work
Staff lanyards to be worn at all times in accordance with the school safeguarding policy
All school emails require an acknowledgment
Telephone calls and verbal conversations to staff and to be held in a respectful tone
Any ill feeling or disagreements with other staff members to be dealt with promptly either informally or via the school's grievance procedure - negative atmospheres are not welcome and should be dealt with before they escalate
Maintain confidentiality regarding school/workplace matters