

# ST BEDE'S CATHOLIC PRIMARY SCHOOL AND NURSERY

## JOB DESCRIPTION

<b>Job Title:</b>	Assistant Computing Technician
<b>Grade:</b>	APTC Scale 3 (Spinal points 14 -17)
<b>Employer:</b>	The School Governing Body
<b>Responsible to:</b>	The Headteacher

To work under the instruction and/or guidance of the Lead Teacher for Computing working closely with the School's Computing Technician/Instructor to support the maintenance and development of computer equipment, systems and applications within the school, including the school website.

### Maintenance of equipment

- To be responsible with the Computing Instructor/Technician, for the smooth running of the Network.
- To regularly check, set up, clean and maintain machines.
- To supervise software.
- To install new software and pre-prepared templates as directed by the Lead Teacher for Computing and/or in conjunction with the school's support provider
- To contact contracted out support service when necessary, keeping an accurate record of machines off site for repair.
- To assist in obtaining costs and ordering of new equipment.
- To keep a book of techniques to solve problems.

### Responsible for Computer Consumables

- To maintain a stock of all computing consumables ordering additional stock as necessary.

### Recording Information

- To maintain an up to date and accurate record of school computer equipment, software and resources working with the Office staff to ensure that the school inventory is updated in this regard as appropriate .
- To undertake research into new resources.

### General Duties

- To maintain the Computing Suite in a clean and tidy order.
- To keep up to date with developments in computing.
- To carry out other duties as required by the Lead Teacher for Computing.
- To attend and take an active part in all staff meetings.
- To support/assist with INSET training for staff in the use of computing equipment and software.
- To establish good lines of communication with outside agencies.