



## **HORSFORTH SCHOOL**

### **JOB DESCRIPTION**

**Job Title:** IT Apprentice  
**Responsible to:** Network Systems Manager  
**Pay Band:** £346.32 per week  
**Hours:** Full time

#### **Main role:**

To complete a 15 month IT apprenticeship on site and in pre-arranged blocks of time at college in Leeds. Working under the direction/instruction of the Network Systems Manager and providing a range of IT duties to support the School.

#### **Main duties will consist of:**

1. Providing first line service desk support to users for hardware and software issues.
2. Managing and administering e-learning applications.
3. Assisting with the transformation of the school library to a 24 hour e-library for users.
4. Issuing IT equipment out to pupils and staff.
5. Logging faults/supporting requests as required and ensuring they are carried out to completion.
6. Assisting in ensuring documentation as required is maintained.
7. Providing basis familiarisation training to staff on hardware and software usage.
8. Setting up, maintaining and repairing computers, mobile devices and other related equipment.
9. Carrying out routine proactive maintenance work to help ensure the smooth running of the IT infrastructure.
10. Assisting in the installation and deployment of software and hardware.
11. Undertaking any other relevant duties as may reasonably be requested by the Network Systems Manager.

#### **Notes:**

- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- As part of the role you may be required to provide support in other areas of school.
- This job description is not a comprehensive definition of the post, you may be asked to undertake additional duties not listed above but appropriate to the role. It will be reviewed from time to time and may be subject to modification or amendment at any time after consultation with the post-holder.