



**PRIESTLEY**  
◆◆◆ COLLEGE ◆◆◆

# Job Description

*The job description gives an indication of tasks to be performed within a specific area*

**JOB TITLE: Technical Assistant, Computer Services**  
(variable hours / casual part-time)

Accountable to: Deputy Network Manager.

**JOB PURPOSE:**

To provide technical assistance to users of the College's network.

**KEY TASKS:**

- Provide technical support to staff and students using the College's networks
- Installation and configuration of software on the College's computers and notebooks
- To set up and modify user accounts as required on College IT systems and networks
- To perform electrical testing and maintain an asset database of all IT equipment
- Performing back-ups and restoration of data on the file servers
- Performing hardware upgrades and replacing faulty components when necessary
- Dealing with external suppliers and ordering of IT equipment and consumables
- Set-up of digital projectors, cameras, interactive whiteboards and other portable IT equipment
- Maintaining printers and scanners
- Making sure all IT equipment is security marked and kept physically secure
- To assist the Technical Officer with Help Desk support when necessary
- Perform any technically related tasks as requested by the Network and Deputy Network Managers

*The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment*