



Christ the King College

JOB DESCRIPTION: Apprentice ICT Technician

Date: June 2026

Responsible to: Senior IT Technician/
Premises, Facilities and Technical Support Manager/
Business Manager or Headteacher

Responsible for:

Salary: Apprenticeship Rate £8 per hour
(or National Minimum Wage, depending on age)

Working Conditions: 32.5 hours per week/ Term Time plus 5 days

This will be a fixed term contract for the 18 months duration of the apprenticeship programme whilst studying towards the Level 3 Information Communications Technician qualification.

**Normal Working hours:
8.30 am to 3.30pm Mon – Fri
(this includes 30 minutes unpaid break)**

Main Purpose of the Job

To provide technical support and maintaining the ICT infrastructure and facilities for the whole College. The IT Apprentice will be resolving routine IT issues and contributing to new programmes and projects, as well as assisting the Senior IT Technician(s) with day-to-day duties.

Main Responsibilities

Key Responsibilities:

- Under the guidance and support from the Senior IT Technician(s) develop your IT skills in line with your apprenticeship program.
- Receive training from your apprenticeship provider, undertake apprenticeship coursework and other work required by your apprenticeship provider.
- Provide 1st line IT support to staff and students
- Provide IT support to users and ensure all jobs are logged within the Helpdesk System (Every)
- Ensure that the IT equipment is fully functioning and perform regular maintenance on IT equipment as directed. Setting up new machines, swapping faulty devices, carry out fault-finding, repair equipment where possible and organise external repairs where necessary.
- Help to ensure the smooth running of all computer equipment within the College and responding to urgent IT issues.



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- Assist in keeping an accurate equipment register of all valuable resources within the ICT area and carrying out the Portable Appliance Testing and security marking of equipment as appropriate.
- Assist in supporting the College's audio visual systems and solving projector, interactive televisions and whiteboard issues, including all school events such as open and parent evenings.
- Ensuring that systems and software are implemented in line with the College's IT policy and be aware of and advise your line manager on all Health and Safety matters relating to IT.

General Responsibilities/Organisational Effectiveness

- To work at all times in accordance with the mission, ethos and values of the College.
- To understand and adhere to College policies and procedures.
- To have knowledge of and act in accordance with Health and Safety, Safeguarding and Child Protection policies and procedures.
- To pursue personal and professional development required for the effective performance of the role.
- To set a good example in terms of personal presentation, attendance/punctuality and professional conduct to act as a role model to other staff and students.
- To always maintain confidentiality and discretion
- To attend meetings and other College events as appropriate
- To work as part of the College's support staff team and to provide support to and back-up cover for other team members as appropriate
- To assist with break and lunchtime supervision of students as required
- To act as First Aider as appropriate (willingness to train as First Aider)

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The postholder may also have to carry out other duties as may be necessary from time to time as directed by the Line Manager or Headteacher, within the remit and skill set required for this post.