



JOB ADVERT



IT Support Assistant

Abbey Primary School is looking for pupils in **Years 3, 4, 5 and 6** who are 'Totally Terrific at Tech' to join our IT Team. This exciting role involves supporting staff with presentations during assemblies and helping with the day-to-day management of technology across the school. Responsibilities will include checking for trailing cables, ensuring that laptops and iPads are correctly stored and charging safely, and assisting with the setup of equipment for staff. Team members will also help to ensure that internet safety posters are displayed and kept up to date. A key part of the role will be supporting school activities and raising awareness during **Safer Internet Day**. This is a fantastic opportunity for pupils who enjoy technology and want to take an active role in helping our school community.

The IT Support Assistants will need to:

- Be extremely careful and controlled when handling expensive equipment
- Show responsibility and respect towards the school equipment
- Be excellent at following instructions
- Have a good eye for spotting safety hazards linked to the use and storage of technical equipment
- Spot when equipment is not being used correctly e.g. not shut down or correctly handled/stored
- Report any hazards or faults to staff

