

Takeover day Friday 17th November

Job description: Computing Manager

Hours of takeover: 8.30 a.m. to 3.15 p.m. (you will need to come to school a bit earlier than normal and leave a bit later than normal – check this is OK)

Outline of jobs on the day:

- Attend staff briefing
- Make sure that the chromebooks, ipads and netbooks are properly charged.
- Screen clean the chromebooks, ipads and netbooks.
- Take charging trollies out of secure area, so they are ready for use.
- Check the ipad charger cables and, if necessary, count how many replacement cables are needed.
- Make sure the whiteboards and computers are working in each classroom.
- Clean the filters on any class projectors.
- Check the computers are working in the main and mini suites.
- Check that the computers are working in the library.
- Check the IT equipment diary to see who has booked equipment.
- Respond to anybody with a computer problem during the day.
- Prepare Wedo Lego sets for class use.

You need to wear:

Smart clothes (not uniform)

If you are interested in taking over this job, please send your letter of application to Mrs Parker by Friday 10th November.

