JOB DESCRIPTION

Job Title: Computer Lab Assistant

Reports to: Principal

Role Overview: The Computer Lab Assistant is responsible for the smooth functioning, maintenance and support of the computer laboratory. The role ensures that students and teachers have a safe, well-maintained and technology-enabled environment to support teaching, learning and digital literacy in line with CBSE guidelines.

Brief of Duties and responsibilities: -

- Support computer teachers during practical classes, assessments, and lab activities
- Ensure the computer lab is prepared, functional, and ready before scheduled sessions
- Assist students in using computers, software, and digital tools in a safe and disciplined manner
- Maintain computers, peripherals (keyboard, mouse, printer), UPS, and other lab equipment
- Carry out basic troubleshooting of hardware, software, and connectivity issues and escalate when required
- Install, update, and manage educational software, operating systems, and antivirus programs
- Ensure cleanliness, safety, and proper handling of all lab equipment in accordance with school norms
- Monitor and enforce lab rules, digital discipline, and cyber safety practices among students
- Ensure Licensed software usage and compliance with IT Policies.
- Maintain accurate records of IT inventory, system usage, maintenance, and repairs
- Provide basic IT support during examinations, online assessments, smart classes, and school events
- Adhere to CBSE guidelines, school IT policies, data confidentiality, and child protection norms

Qualifications & Experience: -

Educational:

- Graduate Degree (BCA/ B.Sc Computer/ Science/ B.Tech IT with experience in Network setup and maintenance)

- **Experience:** Minimum 1–3 years of experience as a Computer Lab Assistant or IT Support Staff in a school/educational institution (CBSE experience preferred).

Key Skills & Competencies:

- Basic knowledge of computer hardware and software
- Familiarity with Windows OS, MS Office, and basic networking
- Troubleshooting and problem-solving skills
- Ability to work with children and teachers patiently
- Basic understanding of cyber safety and digital ethics
- Organized, disciplined, and responsible approach to work

Selection Process

- Initial screening/interview with HR and IT
- Final interview with Principal & School Management