

Part-Time Junior IT Technician

Job Information



The School

Davenies is a happy and purposeful Independent Day Preparatory School for boys between the ages of 4 and 13 located midway between the Old and New Towns of Beaconsfield in South Bucks. Just 5 minutes' walk from a direct train line into London and a short drive from the M40, the school comprises a mix of traditional and modern buildings and boasts excellent sporting and arts facilities.

Role

The School is looking to appoint a creative and enthusiastic IT Technician to assist teachers, support staff and pupils in bringing technology to the fore. The use of technology is fully embraced and embedded across the curriculum at Davenies from the early years through to Year 8 and there is an enduring commitment to invest in technology and training to meet the School's aims and business needs.

Job Description

Line Manager

The IT Technician will be appointed by and will be accountable to the Bursar, but will report on a day-to-day basis to the IT Network Manager.

The IT Technician will work closely with the IT Network Manager in order to provide a seamless IT support service to the pupils and staff, both academic and administrative, at Davenies.

Duties and Responsibilities

System Management

- Assist with the running of the School's computer network on a day-to-day basis under the supervision of the IT Network Manager including laptops, classroom and office PC's, iMacs, iPads, printers, photocopiers, interactive whiteboards, projectors, Apple TV and other devices

Technical Support

- Provide first line fault finding for all laptops, computers, mobile devices and peripheral devices
- Provide technical support to maintain classroom Interactive Whiteboards and Projectors
- Provide Audio Visual support for projectors, screens, Apple TV, DVD players and other components throughout School including the set-up of equipment for specific School events
- Assist with the set-up and configuration of new hardware and software
- Offer support to staff in the utilisation of cloud-based services, desktop applications and programmes
- Support academic staff with the uploading and maintenance of content to their curriculum intranet pages

Maintenance

- Perform routine maintenance of all laptops, computers, iPads, peripheral devices and AV equipment, and other devices

- Update laptops, computers and devices with software or application refreshes as necessary
- Carry out every day and routine tasks to ensure the ongoing functionality of printer and copiers around the School, such as replacing ink cartridges, toners and paper

Miscellaneous

- To attend specialist training where appropriate
- Undertake other appropriate work as delegated by the IT Network Manager

Skills, Competences and Qualities

Above all the candidate must be technically proficient and be able to demonstrate working knowledge and experience in some of the following areas:

- MS Windows 2010 and Windows 7
- Microsoft Office Suite
- Cloud-based services including Office 365 and SharePoint
- Apple technologies including iMac and iPad
- Software installation
- Basic Troubleshooting skills

The candidate must be able to communicate well and demonstrate a caring and understanding attitude towards both colleagues and pupils.

- Actively enjoy working with children, and be able to form and maintain appropriate relationships and personal boundaries with them
- Possess good time management and administrative skills, be organized and be able to prioritise their workload effectively
- Have a clear, analytical, and logical approach to problem solving
- Demonstrate a supportive, personable attitude with the ability to support users across a wide range of ability levels
- Have a sense of humour and be approachable and patient
- Be professional in their appearance, conduct and time keeping
- Encourage an atmosphere of mutual respect when dealing with boys, staff and parents
- Be willing to attend to relatively straightforward and routine tasks as well as the more complicated
- Have strong team working and inter-personal skills
- Have good literacy and communication skills
- Prepared to be flexible and open-minded about all aspects of the job
- The ability to learn quickly – we don't expect you to be an expert now, but we want you to become one quickly!

Person Specification

Qualifications & Training

- The candidate will preferably hold or be working towards a relevant IT qualification or professional accreditation.
- English and Maths GCSE – minimum Grade C (Grade 4) or equivalent.
- Basic knowledge of Microsoft desktop operating systems and Microsoft Office products.
- The successful candidate will be required to complete child protection training online (arranged by the school) before they commence the role, where they have not already received training in the past two years.

Working Time & Salary

- 25 hours per week (8.30am to 1.30pm, Monday to Friday)
- 38 weeks per year (term-time plus 2 weeks)
- 4 weeks plus one day paid statutory holiday (to be taken during school holidays)
- Apprenticeship available
- Pay scale up to £12.50 per hour depending on experience (up to £13,000 per annum)

Benefits

- Membership of Group Life Pension after 3 months – 5% employer contribution subject to 3% personal contribution
- Death in Service Benefit – 2 x annual salary
- Personal Accident Cover
- Complimentary lunches and car parking

To Apply

To apply for this position, please submit a completed Davenies Support Staff Application Form with a cover letter for the attention of the Headmaster. Applications should be sent via email to Mrs Katy Reed, HR & Compliance Officer (admin@davenies.co.uk).

Davenies School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All successful applicants are required to undergo child protection screening including checks with current and previous employers and the Disclosure & Barring Service.