**IT Gap Student Job Description**

Halliford School are looking to appoint an enthusiastic and motivated Gap student to work as part of our busy IT Department and School. This is a fantastic opportunity for a student wanting to take a “gap year” whilst building up valuable work experience. The successful candidate could be a school or university leaver who is interested in a career within the education or IT sector. Candidates will assist staff across all departments and will get involved with the daily IT needs of staff and students. There is the opportunity to get involved in other areas of school life, Sport, Music, Drama or Art. Opportunities for further training maybe available for the right candidate.

This position is offered for up to one academic year on a fixed term basis commencing as soon as possible.

|  |  |
| --- | --- |
| **Job Title** | **IT Assistant** |
| **Organisation** | Halliford School |
| **Type** | Full Time Term time only |
| **Line Manager** | (Directly) IT Technician |
| **Hours of Work** | 8:30am – 4:00pm (term time and Inset days) |
| **Working Time beyond Agreed Hours** | The IT Assistant will be required to work on Inset Days, 2 Open Days (Saturday) and Examination Day (Saturday). |
| **Job Summary** | The School has significantly invested in IT over the recent years particularly in portable hardware for staff and students. Students have portable devices for use in school and at home.  The role will assist the IT Technician who is the first point of contact for IT related queries by staff and students. |
| **Essential Duties and Responsibilities** | * To ensure all reprographics equipment is maintained and working for staff. This will include managing toner stock levels, replenishment of toners, recycling toners, reporting faults, fixing printing issues. Reporting faults to the outsourced provider and assist the maintenance engineer and chaperone them around the site. Keep staff informed of outages and planned repairs. * To assist all staff with large printing runs for teaching resources, exams and events. * Ensure IT teaching rooms are cleaned in line with COVID-19 requirements if they are required for use at short notice. * To ensure all portable devices are charged, ready for use and distributed to lessons around the site. Ensure devices are booked out and returned to IT free of damage. Ensuring they are all updated, and policies are correct. Assist with keeping the inventory records up to date including asset numbers and serial numbers of the all portable devices across the site. Ensure these are sanitised between different users. * To assist the IT Technician when necessary to set up for events, online meetings and exams. * To assist staff in classrooms with IT under the initial supervision of the IT Technician. * Helping the IT Technician when necessary to complete equipment audits. * Any other tasks - as requested by IT Technician (and Bursar) |
| **Skills and Competencies** | * Keen interest in IT * Be an excellent communicator with staff and students * Be able to listen and interpret issues from staff and students * Be punctual, trustworthy and honest * Be flexible and enthusiastic, and be able to work and communicate with a wide range of people * Be able to work as part of a busy team, but be prepared to operate independently when required * Embrace the ethos of the school community |

**Benefits**

Our School is nestled near the picturesque River Thames in Shepperton and is served well by both public transport and major interconnecting roads. Benefits include free lunch during term time, use of on-site facilities such as fitness suite and small gym, term time morning yoga, a generous non-contributory pension and fee discounts for children following a successful probation.

**Salary**

Halliford School offers a competitive pay structure.

Halliford School is committed to the safeguarding and welfare of every child and expects every member of staff to share this commitment. Any offer of appointment would be subject to an enhanced disclosure application to the Disclosure & Barring Service and satisfactory references.

Halliford School reserves the right to appoint upon receipt of applications.