IT Gap Year Assistant

Introduction to the Role

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 year the school has invested heavily in moving forward with our IT strategy. All students and members of teaching staff are now provided with a personal Microsoft Go device which links directly to the full Microsoft 365 suite. The staff Go devices are then linked to the LCD touch screen displays in each of the classrooms. In each of the staff offices there is then a docking station which enables the Go device to be attached to a full size screen, keyboard and mouse for ease of work.

This a full time (term time) position with a competitive salary. Hours of work – 8.30am – 4.00pm (term time and Inset days). There may be the opportunity to work during the school holidays.

Process of Application:

Along with this pack you should have received a copy of the application form, which you are asked to complete in full and as accurately as possibly paying attention to the Job Description and Person Specification. If you have any queries regarding the application process, please do not hesitate to contact Mrs Maria Hartzenberg, who will be delighted to assist you.

Telephone: 01932 2234920

E-mail: maria.hartzenberg@hallifordschool.co.uk

Completed application forms, together with a supporting letter of application (no more than one side of A4) should be e-mailed to the HR and Recruitment Officer to arrive no later than **12 noon, 1st October 2021**. However, please feel free to apply as soon as possible as applications will be considered upon receipt. We reserve the right to interview / appoint before the closing date.

On the day of interviews, all applicants will be asked to provide proof of identity and address along with any original certificates pertaining to their qualifications. Full details regarding the interview day will be sent to those candidates on the short-list.

Following the interview, the successful applicant will be invited to accept the position by telephone, but only once a contract has been agreed and signed will unsuccessful applicants be informed. All applicants should be aware that this is a normal part of our selection procedure and should make no assumptions based upon a short delay.

Job Description – IT Gap Year Assistant

Lines of Responsibility: The IT Gap Year Assistant is responsible to the IT Technician.

Job Purpose and Description:

The IT Gap Year Assistant will be responsible for assisting the IT Technician who is the first point of contact for IT related queries by staff and students.

Essential Duties and Responsibilities

- Assist the IT Technician supporting all staff on any IT matters.
- Assist the IT Technician with any Microsoft Go matters raised by students in lessons.
- 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.
- Assist with keeping the inventory records up to date including asset numbers and serial numbers of all the portable devices across the site.
- To assist the IT Technician when necessary to set up for events, online meetings and exams.
- Any other tasks as requested by IT Technician (and Bursar)

Conditions of Employment

The post-holder must uphold the School's policy in respect of all matters related to Safeguarding and Child Protection.

The above responsibilities are subject to the general duties and responsibilities in the written statement of conditions of employment (The Contract of Employment).

The post-holder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Headmaster and Governing Body.

The Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and this must not be construed.

This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to modification at any time after consultation with the post-holder.

IT Gap Year Assistant

Person Specification

Skills and Abilities (all essential)

- 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

Qualifications and Knowledge

- Educated to A Level (essential)

Experience

- Any work experience gained in education or any volunteering skills would be useful but not essential.

Personal Attributes

- A professional and approachable manner.
- Sense of humour and perspective
- Calm, diplomatic and level-headed
- An appreciation of the need for discretion and confidentiality is essential.
- Confident in own decision-making and working on own initiative.
- The ability to manage a busy workload and work effectively under time pressures.
- Displays commitment to the protection and safeguarding of children and young people.

Benefits

Halliford 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.

Other Benefits including
- Personal accident insurance through the school insurers
- 24 hour counselling helpline service
- Enhanced sickness
- Staff socials
- Opportunities to join worldwide educational trips
- Occupational Health Service

Disclosure and other pre-employment checks

Halliford School is committed to safeguarding the welfare of all students at the School.

Therefore, this appointment will be subject to a successful enhanced disclosure check from the Disclosure and Barring Service. This will give details of all spent and unspent convictions and other recordable matters. A policy on the recruitment of ex-offenders is available from the Headmaster's PA. The supplied references will be taken up and the School may approach previous employers for information to verify particular experience of qualifications. A medical questionnaire will be required to be completed by the successful candidate.