

Dove House School

IT Technician

- **Closing Date:** Monday 14 Mar 2016 (Noon)
- **Job Start Date:** April 2016
- **Contract/Hours:** Permanent, Full-time
- **Salary Type:** Support Staff
- **Salary Details:** up to £17,583 full time equivalent
- **Hours of Work:** 37 term time only
- **Location of Role:** Basingstoke

Job/Person Summary

Dove House is an outstanding school (Ofsted 2015) for children with moderate learning difficulties and autism. We converted to an academy in November 2011 and have enjoyed many benefits from the autonomy this brings. Dove House is also an accredited Teacher Training Provider (SCITT) but above all it is a school which makes a difference to all those who are connected with it.

We are looking to recruit an IT Technician ideally with an NVQ or HNC / HND to work in our hosted schools environment but with a particular interest in website development. Main duties will include:

- 1st line support for IT issues across the school and escalate and manage calls with Hampshire Hosted School's service.
- Manage the bookings, issue and return of IT equipment, ensuring they are fit for purpose and checked on return.
- Pro-active maintenance of IT equipment, to include cleaning and equipment health checks. Co-ordinate any 3rd party maintenance requirements.
- Maintain inventory of IT equipment using Asset Manager software.
- Printer management and consumable stock control.
- Photocopier health checks and consumable stock control.
- Software / ipad (app) management. Ensure requests are raised with Hampshire Hosted Schools and SLA adhered to. Maintain an inventory of licences and ensure the school is compliant.
- Email administration and staff training. Set up new accounts and maintain distribution lists.
- Monitor disk space and co-ordinate effective housekeeping with school staff.
- Website updates / development.

As the school operates under a hosted environment with Hampshire County Council, a knowledge of the school network and wireless set up will be needed but very good organisational skills are essential. A good working knowledge of updating and developing websites would be a distinct advantage as we are looking for someone to help us drive improvements with our school website.

Application Procedure

If you would like further details or an application pack, please contact Cheryl Abdi on 01256 351555 or email Claire Daniel on c.daniel@dovehouse.hants.sch.uk. Please visit our website at www.dovehouseacademy.com Visits to the school are warmly invited.

Dove House School are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.