



INFORMATION SYSTEMS TECHNICIAN

JOIN OUR TEAM

Post Title: Information Systems Technician

Contract Type: Permanent, 25 hours / week
40 weeks per year (Term time plus 2 weeks)

Reporting to: Technical Services Team Leader

Salary Range: £24,405 - £25,430 pro rata per
annum (actual salary £14,466 - £15,272 pa)



ROLE PROFILE

We are looking for a motivated and enthusiastic person to work in The Perins MAT Information Services Team to provide hardware and software classroom support for students, teachers and other stakeholders using computer and communication facilities across the MAT. The successful candidate will help to maintain computers, AV equipment and other peripherals and other network equipment and systems to support and minimise negative impact on learning and teaching.

This is a rewarding opportunity to make a genuine impact on the education of our students. All our students are given the opportunity to lease a laptop from us to use in school and at home, and our IT Services team offer a drop in service to students having problems with their laptops at break and lunchtime.

This is a part time opportunity working 25 hours a week, 40 weeks per year (term time plus 2 additional weeks) and as such could provide you with a positive work/life balance, giving you the flexibility to manage other commitments which you may have.

Perins School offers a supportive work environment, with opportunities for professional development and growth. If you are a dedicated and enthusiastic individual who is ready to make a positive impact on the lives of our students, we encourage you to apply.

USEFUL LINKS



The Perins MAT



The History of Perins School



Our Ofsted report



Meet our Head of School
Mr Nevola



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Perins is a fantastic school with a committed and enthusiastic staff body, which makes it a great place to be. I really do take pride in working at Perins and strive to play my part in creating a fantastic learning environment.

Team Leader

INFORMATION SYSTEMS TECHNICIAN ROLES AND RESPONSIBILITIES

- Provide hardware support for student and staff laptops and classroom equipment.
- Be first point of contact for Microsoft 356 queries.
- Provide system, e-learning, software and platform support for all stakeholders including, where appropriate, parents.
- Respond to service requests from the helpdesk system or first-line support according to need and impact and to resolve or escalate as appropriate.
- Carry out maintenance and repair to scheme and other laptops in accordance with manufacturer training. Provide regular reports to facilitate improvements to the laptop scheme. Process and progress warranty claims and other third-party repairs.
- Ensure timely and accurate updating of tickets and records and that administration and organisation tasks are completed daily.
- Provide e-learning and cloud software support for all users (including parents, trustees, and volunteers) by being familiar with the systems and, where appropriate, producing user-friendly guides, under the direction of the Technical Services Team Leader, to enable the systems to be fully used by all stakeholders.
- Ensure that data privacy and e-safety policies are adhered to.



Aspire **TODAY** *Inspire* **TOMORROW**

Qualifications & Person Specification

- Qualified to at least GCSE C grade or equivalent in Maths and English.

Experience

- Good general knowledge of and experience in computing.
- Experience in working with customers and end users,
- Capable of using initiative when implementing digital technologies and when finding solutions.

Essential Skills

- Good knowledge of Microsoft 365.
- Strong communication skills, with the ability to build positive relationships with students, staff, and parents.
- Able to work in a pressurised environment, and to organise and prioritise.
- Good working knowledge of Microsoft Office packages.
- Able to maintain confidentiality.
- A positive, proactive attitude and the ability to work effectively as part of a team.
- Resilient and positive mental attitude when dealing with difficult situations.

BENEFITS



Remuneration: Support staff salaries are based on HCC grades.



Holiday: Our teachers work in line with Hampshire School terms. Support staff have a generous annual leave allowance, that is either wrapped up in your monthly pay (term time only contract) or can be taken at any time during the year (52 week contracts)



Pension: Support staff benefit from membership in the Local Government Pension scheme. These pension schemes are renowned for their generosity.



Discounts: We offer a wide range of voluntary discounts via our partners KAARP.



Childcare: Reduced pre-school fees at Perins Pre-School. Breakfast and After school club reduced fees at the breakfast and afterschool club based at Sun Hill Junior School.



Training : We have a strong CPD ethos, and encourage life-long learning. Regular CPD sessions are held at school.



Free on site gym



Weekly 'cake break' hosted by each department.



Cycle to work scheme



Free car parking



Thank you for your interest in the Information Systems Technician position at Perins School. To ensure a smooth application process, please complete the following sections of the application form:

By following these guidelines, you can increase your chances of a successful application.

Best of luck!

GUIDANCE FOR APPLICATION FORM COMPLETION

Employment History

- **Current Employer:** Provide details of your current position, including job title, start date, and key responsibilities.
- **Previous Employers:** List all previous employers, including part-time, temporary, and voluntary positions. Provide start and end dates, job titles, and key responsibilities for each role.
- **Employment Gaps:** If there are any gaps in your employment history, please explain the reasons for them.

Formal Education

- **Qualifications:** List all relevant educational qualifications, such as degrees, diplomas, and certifications.
- **Subjects:** Specify the subjects studied for each qualification.
- **Grades:** Include your grades or scores for each qualification, if applicable.

Safeguarding Children and Adults

- **Commitment to Safeguarding:** Declare your commitment to safeguarding children and adults, as required by the Perins MAT.
- **References:** Provide references from individuals who can vouch for your suitability to work with children and adults. These references should ideally be from managers or supervisors who have worked with you in a school setting.

Additional Tips:

Read the application form carefully before starting to ensure you understand all the requirements.

Be as specific and detailed as possible in your responses.

Proofread your application carefully to avoid any errors.

Pre application tours welcome.

If you have any questions, please don't hesitate to contact the HR department for clarification.



I sincerely hope that you find the information provided informative, and that the position is attractive to you. All appointments to our staff are important; however, the appointment of the right staff to secure the continued success of Perins School is essential.

If you feel you are up to the challenge, to embark on this truly exciting opportunity of working at Perins School, with exceptional support provided by an experienced and committed team of lead practitioners and if you believe you can contribute to our exciting future, I invite you to make an application to be part of the amazing Perins staff team.

Mark Nevola - Head of School



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