



Whitgift School, Croydon

(HMC 1350 Boys) 10-18 years

SENIOR ICT TECHNICIAN

Full time (40 hours per week)

Required ASAP

Salary: £18,000 – £25,000 depending upon experience, with some flexibility for exceptional candidates.

Whitgift School is seeking an enthusiastic, organised and approachable individual to join us as Senior ICT Technician. The successful applicant will be responsible for the day-to-day support of the ICT equipment and systems throughout the School.

The post holder will:

- Troubleshoot and maintain all ICT hardware and software.
- Ensure all ICT equipment is installed securely and safely.
- Support staff in using ICT equipment in classroom activities.
- Be responsible for maintaining and building the desktop PC system images and associated documentation.
- Maintain the IT hardware inventory.
- Provide first-line technical support to all end-users.
- Administer the room booking system.
- Install ICT hardware and software as directed by the ICT Manager.
- Ensure anti-virus software is installed on all computers.
- Provide support for the school's VLE (Its Learning).
- Provide users with training guides and documentation as required.
- Document all working procedures.

For further details please telephone 020 8688 9222 or e-mail SchoolHR@whitgift.co.uk. Application forms can be downloaded from our website: www.whitgift.co.uk.

Closing date: 31 December 2013. Interviews: w/c 13 January 2014.

Please apply by submitting a completed application form and covering letter as soon as possible, by post to the Headmaster, Whitgift School, Haling Park, South Croydon, Surrey CR2 6YT or by email to SchoolHR@whitgift.co.uk.

Whitgift School is committed to safeguarding and promoting the welfare of young people, and applicants must be willing to undergo child protection screening including checks with past employers and the Disclosure & Barring Services.