

H&H Technology Ltd t/a ID3
51 Breamwater Gardens
Richmond
Surrey
TW10 7SF



Job description – IT Technician

The company

ID3 are a small IT support company currently supporting five schools in the South West London area.

The post

- **Title**
IT Technician
- **Salary**
£18,000-25,000 per annum, dependant on previous experience
- **Hours**
8.30am to 4.30pm full time. Holidays to be taken outside of school term time.
- **Responsible to**
Senior Managers and Managing Director

Main duties and responsibilities

- **Job summary**

The successful applicant will split their time daily between two schools (one preparatory and one secondary). There they will assist their senior manager with the efficient operation of that school's ICT and AV systems.
- **Key roles**
 - To assist in the smooth running of the school's ICT systems.
 - To assist in the installation of new and existing software.
 - To provide technical support for all users – students and staff.

Person specification

The successful applicant will have:

(Required)

- A flexible approach to the job and a desire to 'make it happen.'
- Physical fitness: part of the job may involve climbing ladders etc (training given).
- Education to A-level standard (or equivalent), with a min 5 GCSEs to include Maths, English and ICT.
- Ability to work on own initiative.
- Ability to work well under pressure.
- Good communication skills.
- Good problem solving skills.
- Be presentable (company uniform provided).

Continued...

H&H Technology Ltd t/a ID3
51 Breamwater Gardens
Richmond
Surrey
TW10 7SF



(Desirable)

- Any IT qualification beyond GCSE (or equivalent).
- Proven technical ability with Microsoft Server 2003+, Active Directory, Microsoft Exchange server, Windows 7+, Office 2010+, Microsoft Hyper-V virtualised environments, HP & Dell server/switch hardware.
- Wireless Network technology and management.
- Knowledge of AV equipment.
- Any experience with education software.
- Full UK driver's license and transportation as the role requires you to travel between schools.

General Information

The successful applicant must:

- Undergo an enhanced DBS check (formerly CRB) as is a requirement for working in schools.
- Follow health and safety requirements and initiatives as directed.
- Ensure compliance with data protection legislation.
- Ensure confidentiality is maintained in respect of school and company data and the staff.

Applications

Applicants should submit their CV along with a covering letter to the postal address above or via email to jobs@id3.org.uk

Applicants are advised that their applications should speak to as much of the above information as possible giving examples from past jobs or personal experiences.