

## IT Assistant

Are you passionate about technology and excited to support a vibrant school community? At Cranbourne, we're looking for an **IT Assistant** who embodies our core values of **Care**, **Challenge**, **Creativity**, and **Community** to ensure our staff and students have the tech support they need to thrive.



### About Us

Cranbourne is a successful and innovative school where care and creativity shape everything we do. With over 100 staff and 1,000 students, our school is a dynamic and collaborative community. As part of our IT team, you'll play a vital role in enabling a technology-rich learning environment that supports our expanding school.

### The Role

As an IT Assistant, you'll be the go-to tech support for our school, ensuring our technology operates seamlessly. Key responsibilities include:

- Managing and supporting **MS networks** and **365 cloud-based services**.
- Maintaining and troubleshooting **IT hardware**, including computers, printers, and other devices.
- Assisting with **IT infrastructure tasks** to keep systems running smoothly.
- Responding to and resolving tech-related queries professionally and efficiently.

### What We're Looking For

We are seeking someone who thrives in a team environment and takes pride in problem-solving. The ideal candidate will have:

- Experience with **MS networks, 365 cloud services, and IT infrastructure**.
- A strong understanding of IT hardware maintenance.
- Excellent communication and interpersonal skills to work with staff and students at all levels of technical ability.
- The ability to multitask and troubleshoot in a fast-paced setting.
- A proactive and approachable personality, with a passion for technology and helping others.

### Our Community

At Cranbourne, **Care** for students and staff is at the heart of all we do. We thrive on **Challenge**, inspiring students to achieve their full potential. We foster **Creativity** in our teaching and encourage students to think beyond the classroom. And, above all, we celebrate our **Community**, ensuring every member feels valued and supported.

### Safeguarding Statement

Cranbourne and Hampshire County Council 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.

**Salary:** Grade C: £22,095 to £23,024 per annum (FTE: £25,186 to £26,244 per annum)

**Contract:** Full-time (37 hours per week – 8.00 am to 4.00 pm daily) or part-time will be considered for the right candidate

### **How to Apply**

To apply, please complete HCC's Support Staff Application form and email it to **s.owen@cranbourne.hants.sch.uk**. For further information, contact Suzi Owen via email or by phone at **01256 868600**.

Learn more about our school at **[www.cranbourne.hants.sch.uk](http://www.cranbourne.hants.sch.uk)**.