



EURES VACANCY FORM

COMPANY DETAILS

Company Name	BUCKSWOOD SCHOOL	
Full postal address	Guestling, East Sussex, TN35 4LT	
Contact person (s)	Miss Marta Pascual / Mr Redsell	
Telephone	+44 1424 813 813	Mobile phone
Fax:		
E-mail:		
Web site:	www.buckswood.co.uk	
Activity	Education - Schools	
Tax or Social security number	VAT Number: 990361017	
Short description of company	Buckswood in a British Independent Boarding School with 420 on school roll – (250 boarders) in the South East of England	

VACANCY DETAILS

Job title	ICT Technician (Boarding School)
Number of posts	1

Full job description

To oversee the day to day management of the ICT network and to provide a high level of technical support to colleagues and students. The successful candidate will have the ability to troubleshoot new problems effectively, to learn quickly and to have a good deal of common sense. Experience of supporting:

- Windows Server
- Windows Vista, 7 and 8
- Microsoft Office 2007
- MIS
- File Maker Pro

Knowledge of the set-up of a wide variety of hardware and peripherals, including:

- desktop PC's
- Mac's
- printers
- scanners
- interactive whiteboards
- projectors and display screens

Prior experience of working in a school is an advantage.

A formal IT qualification is essential.

REQUIREMENTS

Skills	<ul style="list-style-type: none"> •Ability to multi-task is essential •Excellent communication skills •Ability to document systems in a clear and concise manner •At times this can be a hands on physically demanding role due to the layout of campus and changing use of technology •Non smoker 							
Experience needed	NO		Up 2		Up 5		More	
Education	A formal IT qualification is essential							
Languages skills	(1 fluent-5 basic) 1 C1							
Certificates, Licenses,etc.../	Own transport essential							
Other relevant information								

WORKING CONDITIONS

Salary PER YEAR	Minimum: 17,000	Maximum: 20,000	Gross	X	Net	
Currency	GBP					
Bonuses:	-					
Job location	Guestling, Hastings - a small hamlet between Hastings on the south east coast of England and the ancient town of Rye. Beautiful - countryside with a myriad of leisure activities to chose from. Trains to London from Hastings take under 2 hours.					
Starting date						



Permanent/temporary contract	PERMANENT	End date if temporary
Full time/Part time job Number of working hours per week Shifts and work on days off	- Full Time. Hours of work will be 08.45 to 17.15 Monday to Friday inclusive but there is a need for the IT Tech to be on-call evenings and week-ends because this is a Boarding School and therefore inhabited roughly 49 weeks of the year. Call-outs are infrequent but this must be considered as part of the job specification. Flexibility with regard to working hours would be an advantage as jobs should be completed to a satisfactory conclusion.	
Employer provides/helps with	Can provide room off campus for a short period until established in the area	
Other relevant information		

HOW TO APPLY

phone	<input type="checkbox"/>	e-mail	<input checked="" type="checkbox"/>	Mail	<input type="checkbox"/>	Fax	<input type="checkbox"/>	Others	<input type="checkbox"/>
Documents required	CV + Covering letter								
Language of documents to be submitted	English								
Where to send documents	wisdom@buckswood.co.uk								
Other application/recruitment arrangements									
Closing date of job vacancy									