



Blossom Lower School and Upper House

8A The Drive, Wimbledon, London SW20 8TG

Tel: 020 8946 7348 Fax: 020 8944 5848

Email: admin@blossomhouseschool.co.uk

www.blossomhouseschool.co.uk

ICT Support Assistant

We are a special school in Wimbledon for children with speech, language and communication difficulties. We wish to employ an ICT Support Assistant.

Applicants should be energetic, enthusiastic and adaptable.

Due to the nature of our children's difficulties, applicants must have clear spoken English.

If you are interested in this position then please send your CV to michael.dupree@blossomhouseschool.co.uk.

Start Time : 8:30am
Hours : 42.5 per week
Holidays : 40 days per annum
Salary : £17,107 (with review after 6 months)

Duties and responsibilities:

- To provide an effective "first line of support" ICT Helpdesk for all staff at Blossom House School and perform a range of ICT administrative functions.
- Provide technical support and guidance to all staff to understand programs, problem solve and generally support them in using software/hardware correctly in a classroom, office, training and presentation situations.
- Provide support and guidance on core operating systems & applications, including but not limited to Windows 7/Windows XP and Office 2007/2010.
- Maintain and fault find ALL hardware (e.g. computers, laptops, photocopiers, printers, projectors, smart boards) around the school and organise where necessary repairs or upgrades that are required and liaise findings with the ICT Manager.
- Maintain and fault find software issues around the school and organise where necessary patches or fixes that need to be applied and liaise findings with the ICT Manager.
- Liaise with the Operations Manager regarding setup of temporary equipment for training and presentations.
- Provide ICT documentation where necessary (such as an induction booklet for new staff).
- To undertake such other duties and responsibilities of an equivalent nature, as defined by line managers from time to time, subject to the proviso that any changes of a permanent nature shall be incorporated into the job profile in specific terms.



Principal: Joanna Burgess Dip.C.ST, MRC.SLT, Dip.RSA Spl.D, PGCE
Registered Office: Pinnacle House, 17-25 Hartfield Road, London SW19 3SE

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Specific Experience Required

- Preferably some form of computing qualification.
- Preferably one year previous experience of working in an ICT support role.
- A good knowledge of Microsoft desktop operating systems and Microsoft Office applications.
- Excellent people skills including, good telephone manner, communications and patience.



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