**IT SUPPORT ASSISTANT**

**Salary Scale 5 Point 12-17 - £22,183 - £24,491 p.a.**

**Full Time - 35 hours per week**

Chrysalis Multi Academy Trust is a small, but ambitious and forward-thinking trust. Currently made up of two schools in the London Borough of Brent – Claremont High School (1,690 pupils) and Sudbury Primary school (930 pupils) – the schools work incredibly closely together and provide an excellent education for the pupils within their communities.

We are looking to recruit a customer-focused, technically talented IT Support Assistant to join our IT Support department at Claremont High School. You will also have the opportunity to work at Sudbury Primary School in Wembley as part of the Chrysalis Multi Academy Trust.

Your role will be to work with the current IT Support team dealing with requests and incidents. It will require you to log, triage, resolve and escalate support tickets. You will also have the opportunity to carry out hardware and software installations, IT administration, health checks and maintenance of peripherals and network infrastructure.

We will expect you to work effectively with a high level of customer service to the internal administration team and other students. The role will expose you to leading education and Microsoft systems.

The ideal candidate will have exceptional communication skills, a passion for the education sector, a willingness to learn and a passion for delivering outstanding service.

To apply please refer to the job description on the school’s website www.claremont-high.org.uk and www.sudburyprimary.co.uk

1. Complete the school’s application form.

2. Submit a written personal statement (not more than 2 sides of A4) detailing how your experience, qualifications and skills meet the requirements of this role.

**Please send applications by email to:**

**Daxa Panchal PA to Executive Headteacher**

**Email:** [**admin@claremont-high.org.uk**](mailto:admin@claremont-high.org.uk) **/ daxa.panchal@claremont-high.org.uk**

**Closing Date:  12.00 noon, Wednesday 26th January ??**

Chrysalis Multi Academy Trust is an Equal Opportunities Employer. We comply fully with the ethos of safer recruitment and undertake all relevant checks, including enhanced DBS clearance.

We reserve the right to appoint a suitable candidate prior to the deadline.