

MAT IT Administrator (1st Line Support)

Required: **ASAP**
Grade: **3 (£23,114 - £24,294)**
Reporting to: **Head of MAT IT Services**
Temporary: **37 hours per week, all year round**
Closing Date: **31st July 2024**
Interview Date: **9th August 2024**

Job Summary

We are seeking an enthusiastic IT Administrator to join our welcoming IT services team. The IT Administrator will be responsible for maintaining the Trust's ICT network and installing and updating software across the network. This role includes providing technical support for both curriculum and administrative users and managing core systems within the MAT.

Key responsibilities include offering first-line hardware and software, managing support tickets, asset management, general IT administration, and other IT facility services to ensure the delivery of excellent customer service at all times.

Essential Skills

- Diagnose and resolve basic issues with PCs, printers, peripherals, and specialised ICT hardware.
- Set up new hardware and software as needed.
- Strong understanding of Windows operating systems.
- Proficiency with Microsoft 365.
- Good knowledge of networks.
- Familiarity with cloud technologies.
- Competency with Microsoft Office applications.
- Excellent communication and interpersonal skills; able to explain technical problems in simple terms to clients.
- Ability to produce user-friendly technical documentation.
- Capability to work independently.
- Commitment to delivering outstanding ICT support services.

Desirable

- Driving license and own vehicle (mileage claims will be reimbursed).
- Previous experience in an IT-related role.
- Experience working within the education sector.

Other Information

- The successful candidate will be required to undergo an enhanced DBS check.

How to Apply

Applications are submitted through our Every Candidate Portal. Click the link below to take you directly to the site.

<https://candidates.every.education/Vacancies/Details?advertKey=71b0a73b-9268-4be2-972b-f9a72a5e338e>

Alternatively, you can click on the 'application form' on our careers website which will direct you to the application page.

To request any of the documents in an accessible format, or to request an application form via email please contact apply@finhampark.co.uk or call 02477 180000 and select option 2 for HR.

If you are a new user to our portal, you can click on 'Register' to complete your candidate profile. If you want to apply directly for this role and not save your data for any future vacancies, you can click on the 'Apply Now' button at the bottom of the Every page.

For further information on this role and other opportunities within the MAT, please visit <https://careers.fpmat.co.uk>

Finham Park Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful applicants will be request to undertake an Enhanced Disclosure and Barring Service Check.

Finham Park Multi-Academy Trust requires all applicants to be eligible to work in the UK with no restrictions as we are unable to offer sponsorship/work visas. You will be required to provide proof of Right to Work at interview stage and if you are offered a job position with us.

Online Checks

In line with KCSIE (Keeping children Safe in Education) 2023 we will complete online searches as part of our due diligence on all shortlisted candidates. If anything is identified as part of these checks they will be discussed with you at interview. If any safeguarding concerns are identified we reserve the right to withdraw your application.