



Job Title: IT Graduate Assistant (term time plus 2 weeks) 08:30 - 16:30 (40 hours per week)

Reports to: IT Manager

St. Michael's Preparatory School is one of Jersey's leading independent schools, educating boys and girls aged 3–14. Renowned for academic excellence and outstanding pastoral care, we provide a supportive and inspiring environment where pupils and staff can flourish. As a Graduate IT Assistant, you will join a friendly and forward-thinking IT team at the heart of the School. Supporting a modern technology environment that includes Google, Microsoft and Apple, you will gain hands-on experience across a wide range of systems, networks, and devices while helping to deliver exceptional technology services to our school community.

From classrooms and sports facilities to our thriving performing arts programme, including support for our outstanding Drama Department and its productions, you will play a key role in enabling technology across all areas of school life. This is an excellent opportunity to launch your IT career, develop practical skills, and make a real impact in a dynamic and rewarding environment.

Main Duties and Responsibilities

- Provide friendly and efficient Service Desk Support, aiming to optimise the existing environment to the benefit of the school;
- Unpack, configure and rollout new IT equipment (software and hardware) as needed;
- Install, administer and support school printers and networked photocopiers;
- Install, configure and support Audio-Visual equipment and requests (data projectors, screens, smartboards, media recording, conference room equipment and communications devices);
- Provide first level support for networking and application issues, escalating complex problems as appropriate;
- Dispatch faulty equipment to suppliers for repair; follow up these items to determine their status;
- Perform in-house hardware repairs;
- Creating, updating, and suspending user accounts for new starters and school leavers using Google Workspace and Jamf;
- Assisting the IT Manager in monitoring the school's web filtering system and monitoring software;
- Maintain a safe working environment;
- Keeping an up-to-date inventory of all hardware, software licenses, and portable devices loaned out to staff and students;
- Participate in specific special projects as required;
- To provide technical support for Performing Arts Productions, Prize Day, Sports Day, Christmas Fair, Assemblies, Steam Week etc. as requested by SLT;
- Perform any other duty as are reasonably requested by the IT Manager or SLT.

Person Specification

- Degree, diploma, or equivalent qualification in Information Technology, Computer Science, or a related discipline.
- A genuine interest in developing a career in IT support and systems administration.
- Good organisational skills with the ability to manage multiple tasks and priorities
- Networking skills and experience

- Enthusiastic with a willingness to learn and develop new skills.
- Proactive, adaptable, and able to work both independently and as part of a team.
- Reliable, professional, and able to maintain confidentiality.
- Patient and supportive when assisting pupils and staff with technology-related issues.
- A positive attitude and a genuine desire to contribute to school life.

Safeguarding and Child Protection

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons' for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the school's Safeguarding Policy and Child Protection Statement at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's Designated Safeguarding Lead or to the Head.

The successful candidate will be required to provide an enhanced DBS check. In seeking references on short-listed candidates, the school may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at the interview.

St. Michael's is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment. The successful candidate must be able to satisfy an enhanced clearance by the Disclosure and Barring Services (DBS).

Procedure for application

Applications should be made using the online application form on the school website or by emailing recruitment@stmichaels.je. Candidates are also required to write a covering letter, stating suitability for the post and reasons for applying. This should be completed by **Thursday 1st October** after which references may be taken for those candidates considered for the shortlist. All queries can be sent to recruitment@stmichaels.je

Failure to use the correct application form or to forward a covering letter may count against an applicant. Shortlisted candidates will be contacted by **Friday 2nd October**.

Interviews will be held on **the Monday 5th October** and a conditional offer of appointment will be made as soon as possible thereafter. The appointment will be conditional upon satisfactory references being received and pre-employment checks being completed. It is hoped the successful candidate will begin work on **Monday 2nd November or as soon thereafter**.