



HOLME GRANGE SCHOOL

Heathlands Road, Wokingham, Berkshire, RG40 3AL

Tel: 0118 978 1566 Fax: 0118 977 0810 e-mail: hr@holmegrange.org

Independent Co-educational School from 3 – 16 years

Required as soon as possible

Information Technology (IT) Technician

Holme Grange is a successful, traditional Independent School with a real soul. We aim to stimulate intellectual curiosity and encourage pupils to embrace challenge. We have high expectations, setting high standards for ourselves and our pupils. Pastoral care is the responsibility of every member of staff and is one of the many strengths of this thriving School and we have waiting lists in most year groups.

We are seeking to appoint an enthusiastic, self-motivated and suitably experienced IT Technician to support the school's IT systems. We will provide opportunities to improve skills levels both technical and general skills, including on the job exposure to major products. The main responsibilities will be to ensure that the schools IT and communications systems are fully able to support the teaching, learning and management of the School.

Working alongside the IT Technician and Reporting to the Director of Digital Strategy, the successful candidate will have:

- Experience in supporting IT in a controlled environment and previous experience of working in a Professional team and supporting day to day developments.
- Working knowledge of automated software installations.
- Microsoft server 2012 and above skills, active directory DNS, DHCP, group policies and Office 365 skills desirable.
- Excellent communication skills both written and verbal.
- Experience in the education sector is desirable but not essential.
- You must also be Microsoft qualified such as MCP/ MCSA/ MCSE/ MCTS or hold other industry recognised qualifications.

Holme Grange is committed to safeguarding and promoting the welfare of children. Applicants for all jobs will undergo appropriate child-protection screening including checks with past employers and the Disclosure and Barring Service (DBS) check to enhanced level. A Prohibition Check is also carried out. Holme Grange School is an equal opportunities employer.

Full details and application form available at www.holmegrange.org or by telephoning 0118 978 1566. Applications will only be accepted by completion of an application form which should be submitted with a hand-written letter of application to the Headteacher – Mrs C Robinson.

Closing date for applications: until the position is filled **Interviews:** dates to be confirmed