



Aspire • Act • Achieve

Brookfield
Community School

Headteacher: Ria Allan

Brook Lane
Sarisbury Green
Southampton SO31 7DU

First Line Response Administrator—IT Team

32.5 hours per week to start November 2018

Term time contract. 5 days a week, 8am - 3pm

Grade B:

Actual Salary £12,702

We are looking to appoint an enthusiastic person to contribute to the smooth running of the IT Department and to act as a friendly, welcoming and informative point of contact for all enquiries.

The role will involve general day-to-day contact with staff, parents, students and other visitors. You will be the first point of contact for the IT Team, logging and updating all queries on a helpdesk system received either by email or telephone. You will provide administrative support for the team.

Applicants must be customer focused, have excellent interpersonal and communication skills and the ability to work in a team. You will need excellent IT skills and previous experience of using SIMS would be an advantage but not essential.

Other necessary qualities include confidentiality, efficiency and being able to work on your own initiative and under pressure.

Further details can be found on the Brookfield website:

www.brookfield.hants.sch.uk.

Closing date: Monday 24 September 2018 (Noon)

Interviews: w/c 15 October 2018

First Line Response Administrator—IT Team

Brookfield Community School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks."