



MOUNT

ST MARY'S | BARLBOROUGH HALL

Job title: ICT Support Officer

Salary: £17,000 to £20,000 dependent on experience

Annual Leave: 25 days plus bank holiday

Working pattern: 40 hours per week, worked Monday to Friday, 52 week a year

Location: based at Mount St Mary's College providing cross campus support

Mount St. Mary's College and Barlborough Hall School is a special community with a proud history and a bright future, where staff and pupils work hard to achieve success and rewards.

Nestled in beautiful and spacious private grounds in the North East Derbyshire village of Spinkhill, Mount St Mary's College is an independent Jesuit day and boarding school for boys and girls aged 11-18. Barlborough Hall School, a leading independent Nursery and Prep School, sits in beautiful tranquil surroundings, an ideal environment where children feel safe and happy. The staff are a community who are genuine in their commitment to the needs of the students and the School as a whole.

We are looking for an ICT Support Officer to work as part of a small and busy team providing day to day support to the School across both sites. Typical duties will include a wide range of IT tasks, from set-up and configuration of laptop to replacing printer cartridges, maintaining asset register and undertaking small projects as instructed by the IT Manger. The ideal candidate will have a 'can do' attitude and strive to provide excellent customer service.

In return for your hard work you will benefit from inclusion in a Pension Scheme, Private Healthcare Scheme from Westfield Health, retail discount scheme from Westfield Rewards, free parking and free meals while on duty.

The School values diversity and strives to promote equality at all levels, including its employees, students and customers. Applications are welcome from all sections of the Community.

Mount St Mary's College is committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment. Offers of employment will be subject to an enhanced disclosure and barring service (DBS) check.

Closing date: Noon, Friday 11th January 2019

For further details and to download an application form please visit our website

<http://msmcollege.com/about-us/join-the-team> . CVs will not be accepted. Completed applications should be returned by the closing date to hr@msmcollege.com

Please note if you do not hear within 4 weeks of the closing date, you can assume you have been unsuccessful. All correspondence will be sent via email.

Headmaster: Dr Nicholas Cuddihy B.Rel.SC., MSc.,Ed.D

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