



# JERSEY COLLEGE *Foundation*

## JERSEY COLLEGE FOUNDATION

### JOB DESCRIPTION

<b>Job Title:</b>	<b>IT Technician Intern</b>
<b>Responsible to:</b>	Foundation CEO
<b>Remuneration:</b>	£14.50 per hour
<b>Hours:</b>	25 hours per week, term time only, Summer Term 2026
<b>Duration:</b>	Summer Term 2026

#### **About JCG Foundation**

The Foundation is a registered charity, whose charitable purpose is to widen access to education. We offer high quality, innovative educational programmes to young people from Jersey and abroad, offering funding for those who could not otherwise afford it. We also provide financial support to enable students whose parents would otherwise be unable to afford the fees at Jersey College for Girls, to access the College's outstanding education.

#### **About JCG**

We are an academic and compassionate girls' school for 11-18 year olds, offering education up to and including A-levels. As a school within the Channel Island of Jersey, our students have many opportunities to explore and enjoy life beyond our safe walls. As well as traditional school pastimes, such as sport and drama, we have access to all the island has to offer, both on land and sea as well as offering some truly incredible programmes, such as piloting and financial literacy.

#### **Role Overview**

To provide a comprehensive support service to all users of Information Technology, assist in the in-house development of Information and Communication Technology Systems and Resources, and provide a general support service for Audio Visual Technology use throughout the College and Foundation. This will include ensuring that all computer and related equipment is working properly, to act as the first line of support for all hardware and software faults, to troubleshoot the networks, and to install hardware and software on workstations and servers.

## **Key Responsibilities**

- Act as the first line of support for hardware and software faults.
- Assist in the management and creation of student and staff logins to various platforms.
- Assist in providing IT support to the Foundation staff.
- Assist in the training of students and personnel at all levels throughout the school in new skills required relating to computer technology, safety and general working practices.
- Support the running of College Printers
- Support College and Foundation events with AV requirements
- Assist in managing student and staff devices within the College's Mobile Device Management Solutions.
- Support online platforms and any technology used within the College and the Foundation.
- Assist in providing support with the Foundation website.
- Support with network and work station installations, associated cabling, hubs and network points and proxy servers, network infrastructure, and College owned laptops to ensure a full IT service is provided.
- Support the regular maintenance programme for all College owned systems .
- In addition to the above the post holder will also carry out all reasonable requests of the Foundation CEO or Technical ICT Manager.

## **Dimensions**

Staffing – To advise and support all members of staff in College and the Foundation on the use of Technology

Students – To advise and support all students on the use of Technology

## **Scope of impact**

The postholder will be expected to:

1. Support staff and students.
2. Assist all members of the school community to benefit as fully as possible from Technology

## **Person Specification**

An ideal candidate for this post will have:

- Good interpersonal skills and the ability to communicate effectively.
- The ability to multi-task and prioritise in a busy and demanding school environment and meet critical time targets.
- High level of emotional intelligence in dealing with a demanding and wide range of social interactions and enthusiasm for working with students and teachers sympathetically and effectively to develop their expertise.
- A willingness to undertake further training as required is essential.
- A high degree of personal initiative.
- The ability to present detailed technical information in a manner accessible to a wide range of clients.
- Ability to work without supervision.
- Experience of Windows operating systems and applications software is desirable.
- Experience of Apple iOS and Mac OS devices is desirable.

Training in all areas will be provided when required.

**Benefits**

- Valuable experience in a professional IT role within an educational institution
- Mentorship and training from experienced staff
- Opportunity to build a strong portfolio of work and to enhance your CV
- Paid position with access to school facilities and events - £14.50 per hour 25 hours per week term time only

This document needs to be read together with the terms and conditions of employment.  
This job description is subject to review to ensure it meets the needs of the Foundation.

**Post holder** \_\_\_\_\_ **Date** \_\_\_\_\_

**CEO JCG Foundation** \_\_\_\_\_ **Date** \_\_\_\_\_

Date