



Digital Resources Administrator

Required – January 2021
Salary – Fringe, Pay Level 4 point 8-12
Actual £21,442 - £23,132
Depending on experience

Mon-Thurs 8am-4.30pm and Fri 8am-4pm (37 hours)

52 weeks – full year

Working hours to remain flexible depending on the operational, academic and pastoral requirements of the School. At certain times the needs of the School and its pupils may require these hours to be modified.

Slough and Eton is looking for someone to join IT support team in an exciting new role that blends coordinating our online and social media presence with supporting the use of technology in school.

As a member of the IT support team you will have responsibility for:

1. Website updates, changes, and emergency notices.
2. Audio/visual tech support for school photos, videos, school events and drama productions.
3. Updating and creating content when needed for the new digital signage system.
4. Assist teaching staff with online resources where required.
5. Helpdesk administrator to assign jobs and track progress, picking up tickets or moving as appropriate.
6. First-line IT Support for basic issues such as printers, interactive screens, and other minor issues.

Previous experience of managing websites and a good understanding of social media use in the workplace is highly desirable. All necessary training for school systems/platforms will be provided.

Slough and Eton is a great school on the outskirts of Slough, which serves the Chalvey community. We are relentlessly focused on ensuring great teaching, learning and experiences are at the core of what we do. It's an exciting time for us and our students are a pleasure to work with.

If you are interested in finding out more then please read the welcome letter from our Headteacher.

We are, of course, committed to safeguarding the welfare of our students and staff and will conduct all necessary DBS checks as part of our recruitment process. We look forward to hearing from you.

If you would like to contribute to our exciting future please contact our HR Advisor, Beverly Glanville for an application form vacancies@slougheton.com or visit our website at www.slougheton.com in the vacancy section for further details and application pack. **CV's alone will not be accepted as a valid application.**

We reserve the right to close our advert early should we receive sufficient applications.

Closing date: Friday 8th January 2021 (by 9am)

Interviews: w/c 11th January 2021 (Initial interview will be via Zoom)

NO AGENCIES PLEASE