



CHISWICK HOUSE SCHOOL

Role: Junior IT Technician and Procurement Assistant – Full-time

Reporting to: Senior Leader for Procurement and Digital Transformation

Chiswick House School and St Martins College, leading educational institutions in Malta, inspire excellence and build character. Our mission has always been to provide outstanding education and to assist in our learners' transformation to become happy and successful lifelong individuals.

Our wonderful community of 350 employees is committed to every learner's bright future and aspires to be creative learners able to confidently face new challenges in a fast-paced changing world.

We are currently inviting applications from qualified and inspirational individuals to join our dynamic team.

Chiswick House School is looking to hire an enthusiastic, and self-driven Junior IT Technician and Procurement Assistant on a full-time basis, Monday to Friday from 07.30 to 15.30.

Junior IT Technician responsibilities include, but are not limited to:

- Technical Knowledge:
 - Proficiency in Microsoft operating systems such as Windows 10 & 11, Windows Server, and possibly older versions as well.
 - Understanding of networking concepts including TCP/IP, DNS, DHCP, VLANs, and basic network troubleshooting.
 - Knowledge of Active Directory including user and group management, permissions, and group policies.
 - Familiarity with Microsoft Office Suite including troubleshooting common issues.
- Hardware Knowledge:
 - Understanding of computer hardware components and peripherals.
 - Ability to diagnose and troubleshoot hardware issues such as faulty RAM, hard drives, or power supplies.

- Experience with configuring and troubleshooting peripherals like printers, scanners, and monitors.
- **Problem-Solving & Communication Skills:**
 - Ability to analyse problems and devise effective solutions in a timely manner.
 - Troubleshooting skills to identify and resolve technical issues efficiently.
 - Capacity to adapt to new situations and technologies as they emerge.
 - Strong verbal and written communication skills to interact with users and explain technical concepts in non-technical terms.
 - Ability to document procedures, configurations, and issue resolutions effectively.
 - Ability to provide in-house training to staff members when required.

Procurement Assistant responsibilities include, but are not limited to:

Performing day-to-day tasks related to resource requests at the Procurement Leader's request, including but not limited to:

- requesting quotations from suppliers, in accordance with the Procurement Policy;
- procuring consumable resources such as stationery, first-aid resources for Sick Bay, IT peripherals, and class materials;
- registering and maintaining clear records of academic, material and IT resources in an inventory system.

Interested candidates are to send an email to recruitment@chsmc.edu.mt not later than Friday 10th May 2024.