

## IT TECHNICIAN

### British International School of Stockholm

#### Safeguarding

The British International School of Stockholm is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to relevant police checks, the receipt of satisfactory references and the production of relevant original ID documentation and examination certificates. The successful candidate must also be willing to undergo child protection training appropriate to the post.

#### Job Details

<b>Job title:</b>	<b>IT Technician</b>
<b>Employer:</b>	<b>British International School of Stockholm</b>
<b>Location:</b>	<b>Stockholm, Sweden (<a href="#">Altorp Campus</a> &amp; <a href="#">Ekeby Campus</a>)</b>
<b>Contract type:</b>	<b>Full Time (35 days holiday)</b>
<b>Contract term:</b>	<b>Permanent (with 6 months trial period)</b>
<b>Hours of work:</b>	<b>8:00 - 16:30</b>
<b>Salary:</b>	<b>Based on qualifications and experience</b>
<b>Job starts:</b>	<b>August 2024</b>

#### About the job

As an **IT Technician**, you will play a pivotal role in maintaining and developing our IT systems and hardware to ensure seamless operations, in line with the directives of the Head of IT. You will spearhead our one-to-one device programme, ensuring that each user has access to the necessary technology to enhance their productivity and learning experience. Additionally, you will serve as the principal Google Administrator, leveraging your expertise in Google Workspace for Education to optimise and manage our educational technology infrastructure. You will also provide crucial support for staff and students, addressing IT-related matters promptly and effectively to ensure a smooth and efficient technological experience within the school. Your role is essential in fostering a robust and secure IT environment that supports the overall mission of our organisation.

## Responsibilities and expectations

- Install, test and configure new IT hardware, systems and peripherals as directed.
- Assist in managing the help desk ticketing system including scheduling.
- Provide technical support for hardware, software, and network-related issues to staff and students.
- Assist in the setup and maintenance of classroom technology, including interactive whiteboards, projectors, and audio-visual equipment.
- Organise and maintain IT resources, documentation and planning.
- Provide hardware and software support for Windows/Google devices
- Physical tasks, such as: wiring, mounting, replacing and repairing affected hardware and audio equipment.
- Work with other members of the team on security and physical networking tasks
- Willing to undertake professional development courses as required and relevant

## Minimum qualifications

- Eligibility to work in Sweden
- Good spoken and written English
- University degree or higher in Information Technology, Computer Science, or a related field
- Proven experience as an IT Technician or in a similar role
- Experience of working with Google Workspace or willingness to learn
- Familiarity with network/systems administration and troubleshooting
- Ability to work independently and as part of a team
- Commitment to maintaining confidentiality and following data security protocols
- Comfortable performing hands-on tasks

## Preferred qualifications

- Experience of working in a school environment
- Drivers licence is a plus
- Able to take initiative and have a proactive approach to problem solving
- Experience with scripting languages and automatization is a plus
- Good spoken and written Swedish is an advantage

## About BISSs

Established in 1980, the British International School of Stockholm (BISS) is an all-through international school with a vibrant community of students from over 50 countries aged 3-18 years. Our holistic philosophy emphasises both the intellectual and personal development of our students. We provide a strong pastoral system, broad curriculum and exciting enrichment opportunities to meet the needs of a

diverse student population. Meeting internationally recognised standards of excellence, BISS is proud to be an accredited member of the Council of British International Schools (COBIS).

Situated in the Danderyds Kommun area, BISS develops on two campuses: Altorp (Östra Valhallavägen 17, Djursholm), which hosts students from nursery to year 4, and Ekeby (Rinkebyvägen 4, Danderyd), which hosts students from year 5 to year 13.

## Our members of staff

Like our student body, BISS employees - currently more than 100 - come from many different countries and a rich range of backgrounds. BISS's vision is to empower people to be their best and we strongly believe in this not only for our students, but for our staff as well. Among many others, our core values are curiosity, resilience, and respect - fundamental characteristics that we admire and look for in all our members of staff.

## To apply

Please send the following documents to [recruitment@bisstockholm.se](mailto:recruitment@bisstockholm.se), putting "IT Technician" as the email subject:

- A completed BISS application form, written in English - this is found on our [website](#)
- A cover letter briefly explaining why you would like to apply for this position

Successful candidates will be invited for an interview.

## Closing date

Applications will be reviewed on a **rolling basis**, so we encourage you to apply early to ensure your application is considered.

Please contact [recruitment@bisstockholm.se](mailto:recruitment@bisstockholm.se) for any queries about this role. For further information about the British International School of Stockholm, please visit our [website](#).