

## **Title- IT Engineer**

**Entry Level (2-4 years of experience or fresh graduate)**

### **Job Description**

We at Stonehill International School - IT Support Team are looking for a Sound and IT Technician to support our daily activities. Assist the Head of IT/Whole School Coordinator to work together with PYP teachers who want to make use of MakerSpace by assisting with preparation, resource allocation and maintaining inventory. Assist PYP Teachers in teaching Coding and Robotics.

***Desirable Skills:*** Understanding of sound systems and a willingness to learn and assist in the setup of sound systems for events. The candidate should demonstrate an interest in sound technology and be open to expanding their knowledge in sound system management.

### **IT Job Responsibilities**

- Set up laptops/iPads with computers and necessary peripheral devices (routers, printers etc.)
- Check computer hardware (iPads, MacBooks, Apple TV, Projectors.) to ensure functionality.
- Install and configure appropriate software and functions according to specifications
- Develop and maintain local networks in ways that optimize performance
- Ensure security and privacy of networks and computer systems

### **Maker Space Job Responsibilities**

- Collaborate with PYP teachers who want to make use of the MakersSpace by assisting with preparation and resource allocation;
- Participate actively in all assigned lessons;
- Assist users of all ages in using tools, equipment, materials and software in the MakerSpace
- Participate in ensuring that the space and scheduling of the Makers Space is fair and equitable to all.
- Work in a highly collaborative team environment; and Celebrate an open-ended culture of creativity, innovation and experimentation.

### **Resourcing at Maker Space**

- Ensure that the resources in the MakersSpace are well organized and accessible for all.
- Maintain a safe and comfortable MakersSpace environment

- Be accountable for the safekeeping of all school resources in the MakersSpace
- Maintain an inventory of materials and tools; and
- Keep an inventory of materials and ensure stock is replenished.
- Manage MakersSpace regarding the organization of materials and bookings and communicating with community members.
- Participate and play an active role in grade level, team, and full faculty meetings.
- Check and respond to emails, and maintain the Maker Space Calendar.

### **Sound Technician Job Responsibilities**

- Willingness to learn and understand Sound Technology
- Receives and understands detailed instructions from the Head of IT/ Whole School Technology Coordinator about the kinds of equipment and connections required for a job/ event at the school.
- Place sound equipment into position and secure it. Installs and attaches the wires and cables that connect the various parts of the system.
- Tests all parts of the system during installation to ensure proper functioning.
- Verifies that the equipment is working correctly for the purpose it was designed for. Adjusts volume and control knobs to suit the size of the room and the level of other noise.
- Operate, monitor, and adjust audio and video equipment to regulate the volume and ensure quality in events and performances.
- Set up and tear down equipment for events and live performances.
- Knowledgeable of sound equipment and the latest sound technology devices.
- Report equipment problems.
- Keep records of sound equipment checked in and out across school sections and events.

### **Person Specification Qualifications**

- Bachelor's Degree in Technology / Engineering
- Desired experience in design or other relevant fields, such as robotics, computer design, or carpentry.
- Preferred experience in Sound device set-up and specifications.

The ability to communicate orally with events and IT Support team, and coworkers is important. Being able to track tickets on support and resolve them accordingly. Regular use of e-mail for communication is essential.

### **Organisational Relationship**

Reports to the Head of IT// Technology Coordinator. Works with the IT Support team. Timely notification to supervisor, HR assistant, and team for all absences.