



IT TECHNICIAN

Cape Town – The French High School is looking for an IT TECHNICIAN

Working with our existing technician, your main tasks will be:

- to maintain the computer park (70 PCs, 35 projectors with speakers, 30 tablets, various sound and light equipment) including providing technical support to staff, software installations, performance monitoring and troubleshooting, setting up of new equipment, carrying out minor repairs
- to manage Google Suite School, email assignments, password, training, etc.
- to train and help teachers to use all the computer tools as well as support them for educational projects, videos, images and sound.
- to collaborate with the administration on mass mailing. To create and update lists for emails (parents, students, teachers, staff).
- to publish school news on various social networks, under the guise of the principal and the management committee: Website, Facebook, Twitter, Instagram, etc.
- to take charge of sound and light shows for all school' shows and sometimes at cultural events organised by the school (sometimes in the early evening)
- to assist the administration if needed with different computer tools like Word, Excel, etc.
- Maintain the digital asset register, tracking and tracing of any digital assets and keeping records of service
- Obtain quotes and facilitate the procurement of additional services and digital equipment from different vendors

Preferred Experience and Skills

- Proficient in the use of Wordpress themes and plug-ins, basic knowledge of HTML/CSS
- Administration, configuration and deployment of Microsoft Office and G Suite
- Basic networking knowledge, configuration of wireless networks, managed switches
- Familiar with various operating systems, Linux, Windows, MacOSX, iOS, Andriod
- Knowledge in French is a plus.

Application (CV + cover letter) to be sent to job@efdc.co.za

Applicants must provide proof of diplomas and/or work experience in high school.