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| **IT Systems Assistant, 37 hours per week, whole year** | **L:\Admin\Logo\TVCT Logo\Tees Valley Collaborative Trust logo.png** |

Tees Valley Collaborative Trust established in November 2017, is a Multi Academy Trust based in the North East of England. [www.tvc.ac.uk](http://www.tvc.ac.uk) currently comprising of Prior Pursglove and Stockton Sixth Form College and Errington Primary School, plus a pupil referral unit in Billingham.

We are seeking to appoint an IT Systems Assistant to work as part of the Trust’s technical support team. Reporting to the IT Systems Manager you will be part of a team providing a high quality service. to staff and students. Your primary duties will be focused on providing a resilient IT infrastructure and supporting staff and on-site strategic partners in its use. You will also be required to provide assistance with the IT communication and audio-visual systems.

Your work will be co-ordinated through the IT Systems Manager but there will be a need to work independently and to use initiative. You will need to have excellent communication and IT support skills and be confident in liaising with internal customers and external suppliers and contractors.

You will be predominantly based within the IT team at the Prior Pursglove College site at Guisborough, but on occasions you will be expected to carry out work at other sites within the Trust.

Salary Scale: SFCA Support Staff Pay Spine Point 3-6 (FTE £18,748 - £19,905 per annum)

Actual starting salary: £18,748 per annum

Closing Date: noon on Monday 29th November

Interview Date: w/c 6th December

Start Date: Immediate start available

An application pack can be downloaded from [www.pursglove.ac.uk](http://www.pursglove.ac.uk). Please contact Vicky Cox, HR Administrator at [HR@tvc.ac.uk](mailto:HR@tvc.ac.uk) for any further information.

All applications must be submitted on a Trust application form and CVs will not be accepted.

Tees Valley Collaborative Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

As this post involves direct contact with, or unsupervised responsibility for, children or vulnerable adults the successful candidate will be required to undertake a Disclosure and Barring Service check before taking up the position. Additional checks will include; identity checks, qualification checks and employment checks, including the investigation of any gaps between jobs and two satisfactory references.

**TEES VALLEY COLLABORATIVE TRUST**

**PRIOR PURSGLOVE AND STOCKTON SIXTH FORM COLLEGE**

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Guisborough

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