



KEARSNEY COLLEGE

Founded in 1921

IT and Printing Assistant

Kearsney College is seeking the services of a dynamic individual looking at growing their career in IT, with specific experience in printing and print technology. The successful individual will join the IT department at Kearsney College and report to the IT Manager. The incumbent will be responsible for all the printers and printing at the College and will be based in the Print Room. The position is available with immediate effect.

Key Responsibilities

- Ensure that the College's users are provided with excellent service
- Ensure all printers are managed and monitored using the available software
- Ensure all printers and copiers at the College in working order by monitoring the College's help desk and engaging service provider/s when necessary
- Minimise printer and copier down times
- Process print jobs daily and assist teachers and administrative staff with printing as required
- Manage print queues and meet deadlines of print jobs
- Ensure the print consumables are ordered, supplied and available for all printers by managing print stock inventory
- Work closely with IT Manager on reporting operating status of printers and volumes being printed
- Assist IT with general IT Support requests

Required Experience and Attributes

- Minimum Grade 12
- Minimum of five years in a network print environment
- IT experience would be an advantage
- Be proactive and enthusiastic
- Be customer service oriented
- Be able to remain calm and work well under pressure

Kindly forward a three-page CV **by Monday 24 January 2022** to: **The Headmaster, Kearsney College**

email: vacancies@kearsney.com.

Kearsney College reserves the right to not make an appointment. An application does not entitle the applicant to an interview. Only short-listed candidates will be contacted. Applicants are advised that if they have not been contacted by Friday 04 February, please accept that your application has been unsuccessful.

In terms of the Protection of Personal Information Act, 4 of 2013, section 11(1)(a), by applying for this vacancy, you grant Kearsney College consent to use your CV and personal details for the purpose of application to this specific role. The personal information of unsuccessful applicants will be destroyed once the purpose for which the personal information was collected ceases to exist.