



Outstanding Opportunities

Join our team

IT Support Specialist

1st July 2024
or
To be agreed

ABOUT US

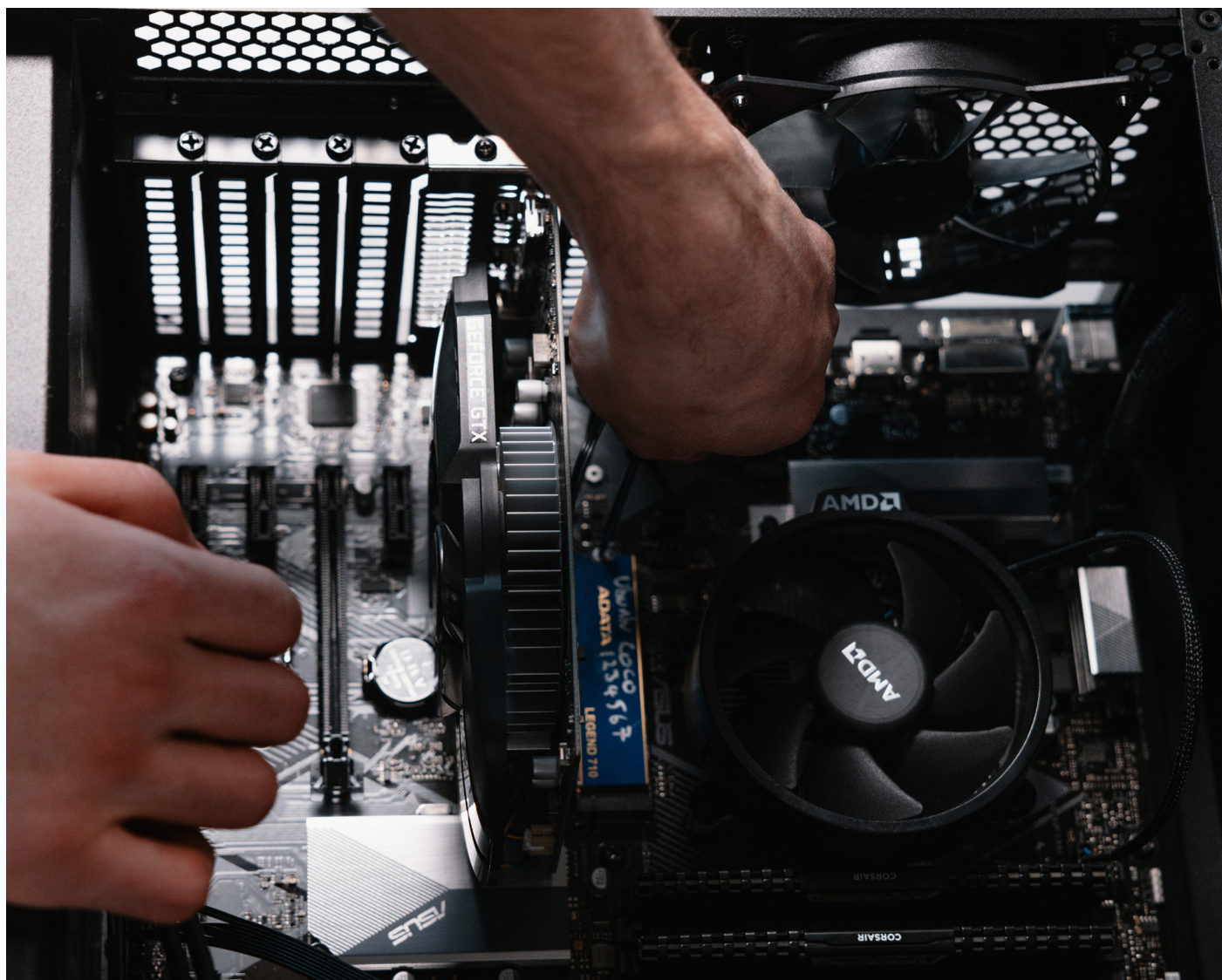
College Alpin Beau Soleil is a unique school community in the Swiss Alps: home to 300 students aged 11-18 from 50 countries around the world and offering an unparalleled educational experience. We believe it's what you do that counts, and our students take on challenges 7 days each week, in and out of the classroom, that help them develop into young people capable of taking on the world.

Curricular programmes in English and French, based around the IB Diploma, provide a foundation for academic success at universities around the world, whilst the experience of living and working with friends from all around the world sets up students as truly global citizens of the future. Everyone is an individual here, but we sum to a very special community.

OUR LOCATION

Our alpine location in the heart of Villars-sur-Ollon in Switzerland offers an enviable lifestyle with skiing on the doorstep in the winter months and a multitude of outdoor and sporting activities throughout the year. Montreux, Lausanne and Geneva are all within easy reach for cultural adventures and inspiration, but we travel across Europe and around the world too.

The Beau Soleil campus is an inspiring place to work, with facilities that are second to none. Students and staff thrive in an environment of which they are proud, and which inspires us to better things every day.



At Beau Soleil,
it's what you do
that counts.

YOUR PROFILE

As an IT Support Specialist, our organization depends on your expertise to ensure our digital infrastructure operates seamlessly. In collaboration with the IT Supervisor, your role is crucial for swiftly and effectively resolving technical issues, thereby maintaining the integrity and functionality of our systems at an exceptional level of availability and quality.

Beyond resolving issues, you are charged with the responsibility of proactively identifying improvement opportunities and implementing innovative solutions to upgrade our technological infrastructure. In a dynamic operational environment, you will be at the forefront of technological innovation, continuously adapting to emerging trends to enhance efficiency and productivity.

Additionally, this position involves preparing and presenting digital content at events, adding a unique dimension to your role and highlighting your ability to engage with stakeholders in various settings.

This position offers a unique opportunity to make a significant contribution to our organization's success while advancing your professional development in the constantly evolving field of IT support.



YOUR KEY RESPONSIBILITIES

- 1st to 3rd level of support of IT equipment and solutions for staff and students
- Collaboration with service technicians, suppliers, and partners for the resolution of complex issues
- Managing communication channels with staff regarding IT support matters
- Management of ITSM solution
- Reporting about IT Support to management
- Offering 1st to 3rd level of support for Infrastructure & Networking
- Management of hardware resources loaned to staff and students
- Installation and repair of hardware
- Training of staff for the usage of IT solutions and equipment
- Planning and preparation of necessary equipment for events
- Presentation of digital content during events
- Support usage of equipment during the events

EDUCATION AND PROFESSIONAL QUALIFICATIONS

- CFC in information technology or equivalent
- Fluent in both French & English (speaking, reading and writing)

YOUR QUALIFICATIONS AND SKILLS

Experience

- Minimum 3 years of experience in a similar position
- Experience of a school environment is a plus but not essential

Person specification

- Well organized, able to respect priorities, planning and deadlines
- Able to work independently
- Excellent communication skills
- Flexible
- Positive and energetic attitude
- Team player

How to apply

Applications should be made via Beau Soleil recruitment website at www.beausoleil.ch/en/about-us/employment-opportunities and should contain a CV, letter of application and the details of two professional referees.

The closing date for applications is **Tuesday, 30 April 2024.**

Successful short listed candidates will be contacted straight away with initial discussions conducted remotely by telephone or video call.

Collège Alpin Beau Soleil is committed to safeguarding and promoting the welfare of children and young people. A police check is required prior to appointment.

Beau Soleil is a member of the Nord Anglia Education group of schools, which offers staff the chance to become part of a global network of schools and benefit from the professional training opportunities of the world's leading organization of outstanding schools.



Collège Alpin Beau Soleil

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Beau Soleil
Collège Alpin International