

TECHNICAL ASSISTANT

REF. NO. KKCL-SS-TECA

About us

KKCL has been welcoming English language students for close to fifteen years. We are dedicated to providing quality English language courses for adults as well as innovative programmes for teenagers and young learners.

We are accredited by the British Council, top-rated by the Independent Schools Inspectorate (ISI) - exceeding expectations in all three assessment areas - and a member of English UK. These accreditations and memberships show our commitment to the highest standards of education and welfare.

Our flagship school is located in a Grade II listed building in Harrow - originally a 19th-century village school house. You will find the school has excellent modern facilities, bright, cosy classrooms, a comfortable student lounge, and our own stylish cafeteria serving a wide variety of international food. The school is less than 5 minutes walk away from the Piccadilly line into central London.

This summer we have taken up residence in one of the most prestigious boarding schools in Britain – Harrow School. Established in 1572 and steeped in history, Harrow School has been synonymous with wealth & privilege for centuries. Our students will follow in the footsteps of the giants of old, to live like Harrovians just as Lord Bryon and Prime Minister Sir Winston Churchill once did.

Number of employees

- 20 during off season
- 80-100 during summer months

Tasks

This position has various roles and includes some web content management, video editing, technical support assistance with tablets and sound recording equipment, helping the teachers and students to use the equipment and provide on-the-spot support and training, photographic knowledge, and some organization skills required. Please note training will be provided.

Your role may include any of the following tasks:

- Assist our Technical team with pre-summer school start including equipment inventory, carry out checks & updates on tablets and microphones, equipment stock count, backups etc.
- Creating new web pages on English Club for the summer (photos and projects) using Word Press and other web content management systems

Weekly tasks to include:

- Regular back up tablets from each class putting into folders in correct location - labelled clearly with class, teacher, project, group etc)
- Basic editing duties for the projects. i.e. top and tail videos, add logo and title ready for English Club upload and editing the films and watermarking photos
- Taking class photos of project
- Assist the team to manage photos and projects onto KKCL English Club platform
- Filming, documenting, editing promo videos for KKCL

Daily duties

- To provide daily support to our Technical team
- To assist line manager to ensure teachers are using equipment correctly (during filmmaking etc projects)

Skills needed

The candidate will have a good knowledge of:

- Portable tablets and apps
- Premiere Pro/Sony Vegas editing software
- Strong IT and computer skills
- Usage of professional camera e.g. Canon 7D with basic settings
- Wordpress and content management (with basic understanding of HTML)

Skills to be acquired

- To gain knowledge on Network based photo database, digital photo management software e.g. Daminion software
- To gain real work experience on Wordpress and content management
- To build up your own portfolio

Duration

June to August

Office languages

English

Location

Harrow-on-the-Hill / Harrow, London

Salary

From £7.85 per hour depending on experience

Office hours

Monday to Friday

8.30am to 5:30pm

We cannot offer work permits to candidates who are not eligible to work in the United Kingdom. Due to the volume of applications, only short-listed applicants will be contacted.

Please Note: We will require at least two references which will be followed up by our HR team. Candidates will need to undergo the necessary DBS police checks and any gaps in work history will need to be explained. 2 types of official identification and certificates (either originals or certified copies) will be required for our records.

KKCL is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We have a comprehensive Child Protection Policy and procedures in place which all employees, volunteers and contractors are expected to adhere to. You will be required to undergo a Disclosure and Barring Service check (previously called a Criminal Records Bureau check), or equivalent if living outside the UK, and you will be asked to sign the Children Act 1989 declaration safeguarding the welfare of children, and state that you have no known reason why you cannot work with children.