



BASICS Scotland

BASICS Education Scotland, 1st Line I.T. Support

Assistant/Administrator

Based in Aberuthven, Perthshire

Salary: Band 2/3 - £16,132 - £20,327 – *depending on experience*

Full-Time (35 hours)

BASICS Education Scotland was established in 1995 to provide high quality immediate care training to health professionals in Scotland. We provide a variety of educational courses including immediate medical care courses, pre hospital paediatric care courses, major incident courses and emergency medicine courses.

BASICS Scotland receives funding from NHS Education Scotland (NES) to provide immediate care courses to health professionals working in remote and rural areas of Scotland.

We are currently looking to recruit a 1st Line I.T. Support Assistant/Administrator. This is a challenging post within a small team and you will be responsible for assisting in the smooth running of internal / external I.T. systems used by BASICS Scotland.

The post holder will have responsibility for:

- Providing 1st line technical support to staff and users of BASICS Scotland systems.
- Assist in the development and management of internal database systems.
- Assist in filming of teaching and advertising materials.
- Co-ordination & organisation of Tele Education & Remote Skills courses.
- Providing general administrative support.
- Assist in development and implementation of innovative I.T. solutions.

You will have an IT related qualification or suitable experience of providing 1st Line Technical Support to end users.

Please send C.V. with covering letter to Craig Stewart at cstewart@basics-scotland.org.uk or post to - BASICS Scotland, Sandpiper House, Aberuthven Enterprise Park, Aberuthven, Perth & Kinross, PH3 1EL

If you have any questions relating to this post please feel free to call Craig on 01764 663671.

Closing date: Wednesday, 12th October 2016

Interviews will commence week beginning 17th October 2016

BASICS Education Scotland

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Company Limited by Guarantee: SC226924
Scottish Charity No: SC030189