



Aldwickbury School, Harpenden
Appointment of Network Technician (Part-time)



The School

Aldwickbury is a highly regarded and ambitious preparatory school, having been founded in Harpenden in 1937, moving to the current site in 1948. The school occupies a fine Victorian house in twenty acres of grounds in pleasant country surroundings. The facilities and resources are excellent, as a result of an extensive programme of development in recent years, and the premises are well-equipped.

The School caters for boys aged between 4 (Reception) and 13 (Year 8), with 370 boys currently in the School; more than at any previous time. Boys from Year 5 may board on a flexible basis in the 33-bed Boarding House. There are some 100 staff at the School.

Aldwickbury looks to develop boys' self-esteem and ensure that they reach their potential in all aspects of school life. Achievements in classwork, drama, art, music, sport and so on are celebrated whenever possible. The School is busy and purposeful, and visitors often comment on the friendly open nature of the boys.

The Role

The role of Network Technician is a great opportunity for someone with first class IT skills to enjoy a challenging and varied role within part-time hours.

The purpose of the role is to assist the Director of ICT in providing an efficient and professional service, supporting all aspects of staff and pupil's use of IT.

The school runs the following systems:

- Microsoft Office 2016 / 365
- Windows Server 2012/16, Windows SQL 2012, Exchange 365
- Capita Sims
- Hebron Double First
- Junior Librarian suite
- Serif 6 suite
- Online testing, specifically Schoolshape and Testwise
- Over 60 curriculum applications
- Smoothwall

Key Elements of the Role

- First line support
- IT support for all staff and pupils
- Installing and maintaining all IT hardware
- Undertaking IT projects during holiday working periods
- Supporting core applications
- Deliver IT for exams and presentations as required
- Meet network support service levels

This is not an exhaustive list of tasks, and the role includes any other reasonable duties requested by the Director of ICT.

Qualifications and Experience

Essential Skills - a good understanding of the following is required:

- Windows 10
- Microsoft Office
- Apple iPads and iOS
- Ability to install peripherals and software in a networked environment
- Network Printing

Desirable Skills

- Interactive Whiteboards
- Microsoft and Apple Server products
- Photo, Video, Sound and Web editing

Personal Qualities and Aptitude

You will be able to work independently and use your own initiative, being pro-active in gaining knowledge in unfamiliar areas for the better performance of your role. The right candidate must be self-motivated and highly organised with the ability to prioritise and manage a wide range of technical challenges. A calm approach and an ability to communicate clearly with staff and students regarding problems that they may be experiencing with hardware and software is essential. You must be able to undertake IT tasks in a classroom environment with staff and children present and also communicate and work effectively with third party suppliers.

Salary & Hours

This is a part-time role of 15 hours per week to be worked Monday to Friday mornings.

The role is for 52 weeks per year with 30 days paid annual leave, but the School would consider a term-time only arrangement if desired for an exceptional candidate.

The role offers a competitive salary of £25,500 - £26,500 per annum FTE (actual pro rata approx. £10,400 per annum).

Application

Please email your application form to Mrs Jenny Felgueiras, Headmaster's Secretary (j.felgueiras@alwickbury.org.uk). This should be accompanied by a covering email or letter which explains how your knowledge, experience and skills make you the ideal candidate for this role. You may also submit a CV with your application if you wish.

The deadline for applications is 12 midday on Monday 25th September, with interviews planned to take place on Friday 29th September, although the School reserves the right to appoint before this, so early application is strongly encouraged.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

The offer of a post will be made subject to satisfactory written references and enhanced DBS check.

Thank you very much for your interest in our School, and we look forward to receiving your application.