

W I T H I N G T O N G I R L S ' S C H O O L



RECRUITMENT PACK:

I T T E C H N I C I A N

ABOUT WITHINGTON GIRLS' SCHOOL

Withington Girls' School was founded in 1890 by a small group of eminent and far-sighted Manchester families who wanted the same educational opportunities to be available for their daughters as were already available to their sons. In keeping with the Founders' wishes, the School has remained relatively small, with 719 pupils in total with 148 in the Junior School (Years 3 - 6), 427 in the Senior School (Years 7 - 11) and 144 in the Sixth Form. The Head of Withington Girls' School is a member of both the Girls' Schools Association (GSA) and HMC (The Heads' Conference).

Pupils come from a wide geographical area around Greater Manchester and Cheshire, and from many different social, cultural and religious backgrounds, creating a diversity in which the School rejoices. The School is non-denominational and girls of all faiths, or none, are equally welcome. Through the Withington Girls' School Trust, around 100 means-tested bursaries are offered each year according to need. The Governing Body is strategically focused and highly supportive of all areas of the School.

A FOCUS ON EXCELLENT TEACHING AND PASTORAL CARE

The School's A Level and GCSE results are outstanding, with Withington ranked consistently in national league tables as the top independent school in the North West of England. The Sunday Times' prestigious schools guide, Parent Power, named Withington the North West Independent Secondary School of the Year 2020, 2022 and 2023 and North West Independent Secondary School of the Decade in 2021. Withington has been listed in the annual Tatler Schools Guide to the UK's top independent schools since 2012.

Girls who gain a place as a result of the entrance examination normally take GCSE/IGCSE examinations in 9/10 subjects, followed by 3 or 4 A Levels. An exciting and varied Enrichment programme offers Sixth Formers core elements such as PSHCE, financial literacy and professional skills plus a range of choices from computer coding and languages, to mosaics, mindfulness and cooking and preparing healthy meals. In addition to the Enrichment Programme, which all Sixth

Formers follow, many also complete an Extended Project Qualification (EPQ). Studies are directed towards encouraging a love of learning for its own sake, frequently going beyond the confines of the examined curriculum, as well as towards the ultimate goal of University entrance, including Oxford and Cambridge.

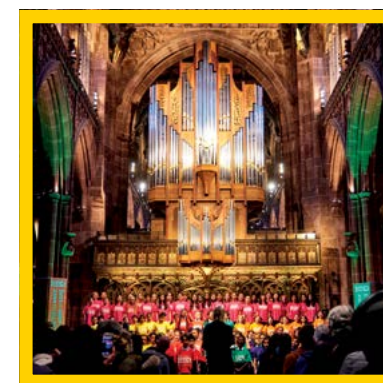
The excellent quality of teaching and pastoral care is a major factor in the exceptional level of achievement secured by pupils, both within and outside the classroom. Staff are eager to share their passion and enthusiasm for their subjects and give willingly of their time to assist individual pupils outside lesson times; the relationship between pupils and staff is a particular strength of the School. The School runs on 'the 3 Rs' of Respect for self, Respect for others, and Responsibility for personal actions and its pupils thrive within the warm, friendly and supportive environment.

Preparation for life after school starts early and involves a programme of careers advice, work experience and UCAS application guidance. Older pupils work with younger pupils in numerous ways, through the House system, extra-curricular activities, peer support and mentoring.

A BREADTH OF ACTIVITIES

Academic excellence is secured alongside an extensive range of extra-curricular opportunities, including Music, Drama, Sport, the Duke of Edinburgh's Award, Young Enterprise Scheme, Model United Nations, Debating and Robotics Clubs, to name but a few. Sixth Formers volunteer as assistants in local primary schools, residential homes, hospices and hospitals.

All pupils, throughout the School, engage in charity fundraising, collectively raising around £30,000 each year. There are special links with local charities, Wood Street Mission and The Booth Centre, The Christie hospital, two schools and a hospital in Kenya and a school in Uganda. Groups of Upper Sixth Formers engage in voluntary projects in The Gambia and Uganda and pupils take part in World Challenge, or similar, expeditions. Academic departments offer subject-related trips and activities in addition to cultural trips at home and overseas.



ABOUT WITHINGTON GIRLS' SCHOOL

AN INVESTMENT IN FACILITIES

The School enjoys excellent facilities and has an ongoing programme of major developments. Recent projects have included a purpose-built Junior School building, a central, enclosed 'Hub' area at the heart of the school and an expanded and refurbished suite of university-standard Chemistry laboratories, all of which were completed in 2015.

During 2018 a significant new sports facilities development was completed, reflecting the school's ongoing commitment to the promotion of physical activity for girls, one of the school's founding principles. In 2019 the outdoor netball courts and all-weather pitch were resurfaced to a high specification, bringing Withington's sports facilities to an excellent standard across all areas. Outdoor fitness equipment - also installed in 2019 - has provided an innovative facility that benefits fitness, wellbeing and social interaction for senior pupils.

In 2022 the school opened refurbished and extended dining facilities, a new conference suite, Learning Support area and accompanying offices. This reflects our commitment to providing the best facilities we can for our pupils, staff and all in the Withington community.

A WELCOMING COMMUNITY

The Development Office has strong links with alumnae as well as former and current parents and staff and has been successful in raising substantial amounts for the Bursary Appeal, for the new Chemistry laboratories, Sports facilities and for an Annual Fund which enables enrichment activities for current pupils. Withington Onwards (the past pupils' association) and the Parent Teacher Association are active in, and committed to, supporting the School socially and financially. There are also close links with the local community including, for example, a range of Saturday morning lessons run by the School for gifted and talented boys and girls from local primary schools under the SHiNE Together programme and an annual event involving a number of primary schools across Greater Manchester known as *Manchester Sings*. Visitors often comment on the special atmosphere they find at Withington. We are extremely proud of our consistently outstanding record in public examinations and places gained at the most selective universities but also of the happily informal atmosphere, thriving co-curricular programme, community spirit, alumnae network - and engagement with education in its broadest sense which characterise this unique environment.

True to the vision of our Founders, our pupils aim high, have boundless opportunities to discover their talents and develop a strong sense of responsibility. We value individuality, celebrate diversity, encourage our pupils to think for themselves and to understand the importance of tolerance and teamwork. It is our aim that our pupils leave school at ease with themselves, socially aware and ready to face with confidence the challenges of life beyond.



SCHOOL ETHOS

At Withington, we aim to create an environment in which all pupils are supported and encouraged to reach their full potential, academically, socially and personally. True to our founding principles, we are a school where the pleasure of learning is its own reward. The Withington ethos recognises that understanding the value of learning and knowing how to learn sustains and enriches us throughout our lives.

The golden rule of respect for self, respect for others and personal responsibility underpins our school community where diversity is celebrated, teamwork valued, and every pupil is encouraged to play her part, older pupils and alumnae providing inspiring role models.

Combining a wealth of extra-curricular activities with an exceptional academic experience, each girl has the opportunity to develop her talents, skills, interests and character, as well as a strong sense of responsibility which extends beyond the classroom and into the wider world.



AIMS OF THE SCHOOL

1 TO SUSTAIN...

...an innovative and inspiring place of learning where our pupils grow into resilient, independent lifelong learners, curious and passionate about their world

2 TO NURTURE...

...our pupils' personal development and character, promoting respect and responsibility, enabling our pupils to thrive and to meet challenge confidently, compassionately and collaboratively

3 TO SUPPORT...

...a diverse, inclusive and open-minded school community and to work in partnership with local, national and international organisations for the benefit of our pupils



JOB DESCRIPTION

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

JOB TITLE:	IT Technician
REPORTING TO:	Director of Digital Services
DEPARTMENT OVERVIEW:	The IT team plays an integral role in the operation of Withington Girls' School. Members of the team work closely with the Senior Leadership Team; teaching staff; and support staff.
ROLE OVERVIEW:	<p>The IT Technician will primarily provide first line support to pupils and staff during lessons, to help maintain device-based teaching and learning.</p> <p>This is a permanent role. The normal hours of work are 8:30 am – 4:30 pm Monday to Friday, 37.5 hours a week, all year round, with 5 weeks holiday entitlement to be taken during School holidays. Flexibility to work additional hours to cover some evening & weekend functions is required.</p>
CHILD PROTECTION & SAFEGUARDING:	<p>Child Protection and Safeguarding: Withington Girls' School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.</p> <p>The School may carry out online searches on shortlisted applicants and all applicants will be required to provide details of their online profile, including social media accounts, as part of their application. It is the post holder's responsibility to promote and safeguard the welfare of children. You will comply with the Withington Girls' School Child Protection and Safeguarding Policy, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.</p>



JOB DESCRIPTION

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

MAIN DUTIES & RESPONSIBILITIES:

1. Be the primary assistance for pupils and staff who come to the IT office requesting help with their devices e.g. connecting to Wi-Fi/internet, installing apps, setting up email and storage services.
2. Carrying out day-to-day maintenance of PCs and peripherals, including copiers/printers, projectors, charging lockers and scanners.
3. Work independently to resolve tickets on to the IT help desk system.
4. Setting up and maintaining school-owned PCs, laptops, tablets and other devices.
5. Accurately maintain and update the asset register.
6. Keep IT resource bookings up to date (phones, projectors, request for help) through Outlook and Excel.
7. Assist the IT team in delivering training sessions for staff and pupils throughout the school year.
8. To assist in maintaining the School's management information system, Schoolbase.
9. Carrying out other such duties as may reasonably be required.

BENEFITS OF WORKING AT WITHINGTON GIRLS' SCHOOL:

1. Lunch is provided daily
2. A competitive salary based on the Withington Girls' School scale, commensurate with the qualifications and relevant experience of the candidate
3. Workplace pension with 3 x death in service benefit and a 10.6% employer contribution
4. Free use of the School gym following an induction
5. The School promotes a happy, professional and stimulating work environment



PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	<ul style="list-style-type: none"> Educated to A level standard, with GCSE Grade 5 or above gained in English and Maths 		<ul style="list-style-type: none"> Production of the Applicant's original education certificates
EXPERIENCE	<ul style="list-style-type: none"> Solving IT hardware and software issues across a range of environments & systems Building a PC from scratch Experience of maintaining accurate records Proficient in the use of Microsoft Office packages, in particular Excel 		<ul style="list-style-type: none"> Contents of application form Evidence of work experience Interview Professional references
SKILLS & KNOWLEDGE	<ul style="list-style-type: none"> Good working knowledge of a wide range of OSes Keen interest in current & future technology Working knowledge of internal PC components A good understanding of data handling 		<ul style="list-style-type: none"> Contents of application form Interview Professional references
PERSONAL COMPETENCIES & QUALITIES	<ul style="list-style-type: none"> Problem solving. The ability to assess available information and use it to creatively solve problems. Dependability. A strong attention to detail, working methodically & accurately, to a deadline. Interpersonal skills. An ability to listen considerately and respond in a personable and professional manner. Willingness. To play an active part in the school community, working out of hours when school events occur and to be part of a close-knit IT Team. 	<ul style="list-style-type: none"> Communication. Ability to write and speak messages that are clear, accurate & polite. Inquisitiveness. A general thirst for knowledge, a keen desire to understand how things work and to embrace new technology. 	<ul style="list-style-type: none"> Contents of application form Interview Professional references



THE SUNDAY TIMES SCHOOLS GUIDE

Alastair McCall, Editor of The Sunday Times Schools Guide, Parent Power, on Withington being named Northwest Independent School of the Decade in November 2020.

"This... accolade acknowledges the consistent academic excellence achieved by the school over the past 10 years, when it has finished as the top-ranked independent school in the Northwest in our annual Parent Power rankings every year.

"This has been achieved without creating an academic hothouse. Girls thrive in a supportive, caring environment, where they are encouraged to contribute to school life in myriad ways, not just in examination halls. The school's commitment to accessibility through a generous bursary scheme sees many study here for reduced fees - or even no fees at all. The diverse community of more than 700 girls leave the school ready to take their place in the world and become leaders in their chosen fields, as so many of their predecessors have done."

TATLER SCHOOLS GUIDE 2021

"This is a decidedly academic yet happily informal girls' day school that celebrates diversity and individuality. Thanks to its generous bursaries, Withington is a melting pot of different cultures, religions and backgrounds - a microcosm of Greater Manchester."

"There may not be a 'typical Withy girl', but there is a Withy state of mind: an intellectual curiosity and an unwavering commitment to the principles of respect for self and respect for others."

GOOD SCHOOLS GUIDE REVIEWS

Junior School:

"This is a warm and happy junior school where girls who love academic learning thrive and reach their potential while immersing themselves in enriching interests and challenges across arts, music and sports."

Senior School:

"A school with dazzling academic results which seeks to empower girls to think independently, cultivate wide-ranging interests and embrace challenge. Girls who have a deep thirst for knowledge and learning will absolutely fly at this impressive high-performing school."