

Sherborne Girls is an independent full boarding and day school founded in 1899. It is situated on a beautiful campus on the western edge of the historic Abbey town of Sherborne and has an excellent academic record combined with first-rate facilities. There are very good relations with neighbouring schools; drama, music, social and academic life are greatly enhanced by shared activities and resources. The range of subjects offered in the Sixth Form are increased by working in partnership with Sherborne School and The Gryphon School.

Our vision is to be the leader full-boarding girls' school for all-round personal development and academic fulfilment, and to create a community of empowered learners who will be an influence for good in a challenging and changing world. Our five key values: curious, courageous, compassionate, adaptable and spiritual, along with our fundamental commitment to social and environmental responsibility, are central to the education that we provide.

The IT department at Sherborne Girls provides a core service and underpins the entire operation of the School. The School has embraced new digital technologies and staff and pupils are active and proficient users of the many systems and services provided. The School gained Microsoft Showcase status in 2022 and has aspirations to extend and enhance the digital strategy further in the coming years.

In September 2023 Sherborne Girls merged with Hanford Prep School and as a result IT support of Hanford now falls under the remit of the Sherborne Girls IT Support team.

**Job Description for
IT Technician (Part-time)**

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. The successful applicant will be subject to the successful completion of a probationary period and full pre-employment checks.

Summary of the Role:	<ul style="list-style-type: none"> • Work as an active member of the IT department to assist in the smooth running of the School computer systems by providing first line technical support to the end-users.
Responsible to:	<ul style="list-style-type: none"> • Director of IT Services
Main Duties and Responsibilities:	<p><u>General duties</u></p> <ul style="list-style-type: none"> • Play a major role in the efficient day-to-day running of IT facilities under the direction of the Director of IT Services. • Use the helpdesk ticketing system to deliver effective and timely solutions.

	<ul style="list-style-type: none"> • Provide first-line technical expertise and support for all members of the School, working with all stakeholders to ensure that pupils and staff are supported in their use of IT technologies. • Help maintain end-user hardware. eg school devices, printers, telephones and network equipment. • Assist with the configuration of hardware and software and with the troubleshooting of issues. • Help maintain departmental documentation, such as inventories, etc. • Assist in the maintenance and management of printing devices. • Undertake software maintenance and upgrades, such as patching and critical updates of operating systems and applications. • Play an integral role in new areas of IT application and develop specialist skills and knowledge appropriate to the needs of the School. <p><u>Other</u></p> <ul style="list-style-type: none"> • Undertake any other duties and responsibilities, commensurate with the post, properly directed by the Director of IT Services. <p><i>No list of duties can hope to be exhaustive; all members of staff are expected to undertake duties reasonably requested by the Head.</i></p>
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Person Specification		
	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> • Experience of working in the field of IT, preferably as a technician. • Educated to A level or equivalent. • Knowledge of IT systems and software packages. • The right to work in the UK. • A full UK driving licence 	<ul style="list-style-type: none"> • Hands on experience with diverse computer systems and networks • A degree or significant professional experience in the field of digital technology. • Experience of working with young people. • Familiarity with Office 365 applications and SharePoint. • IT qualification.
Skills and Abilities	<ul style="list-style-type: none"> • Be able to demonstrate flexibility and skill when working in a busy school across different areas. • Ability to work collaboratively and supportively within multiple teams (including with colleagues in other organisations), and independently. • Excellent customer service. • Ability to work to tight commitments and deadlines. 	<ul style="list-style-type: none"> • Ability to maintain a sense of purpose and perspective about the ultimate educational context of the work being conducted at School.

	<ul style="list-style-type: none"> • Have high standards communication. • Evidence of being a problem solver with high attention to detail. 	
Personal Attributes	<ul style="list-style-type: none"> • Organised, proactive and calm under pressure. • Open-minded, imaginative and persuasive. • Resourceful and resilient. • Committed to the values and culture of the School. 	<ul style="list-style-type: none"> • Committed to their own continued professional development. • Ambitious to secure the highest standards.

Additional Information

Pre-employment checks and Probation:

The successful applicants' appointment will be subject to successful completion of a probationary period and full pre-employment checks. Sherborne Girls will conduct online searches for shortlisted candidates. This check will be undertaken based on the requirements set out in Keeping Children Safe in Education 2023. The check will help the us to ensure safe and robust checks on the suitability of individuals to work within our School. To minimise unconscious bias or potential discrimination issues, a person who will not be on the appointment panel will conduct the search and will only share information if and when findings are of concern. A panel may explore any concerns passed to them as part of our due diligence process.

Contract: Permanent

Hours of work: **Part-time** (20 hours per week, the exact timings can be flexible and will be discussed at interview and term-time only work is a possibility).

Salary: in the region of £25,000 (FTE).

Benefits:

- Membership of the School's pensions scheme
- Free onsite parking
- Discounted membership of the School Sports Centre and Gym
- Free nutritious lunches during term time

Application Process:

- Closing date for applications: 9am, 29 September 2023
- Interviews to be held on 5 October 2023
- Apply using the quick apply button on TES.