

PENNTHORPE



IT TECHNICIAN
CANDIDATE PACK



THANK YOU FOR YOUR INTEREST IN THE ROLE OF IT TECHNICIAN AT PENNTHORPE!



I am delighted that you are considering joining Pennthorpe and becoming a part of the team that makes our school so special.

At Pennthorpe our mission is to give children the most compelling educational experience possible; to nurture their positivity, tolerance, resilience and collaboration; to prepare them to pursue their individual aspirations and contribute to the world; and to be the most successful and respected independent Prep school in the South East.

Whether it is academic achievement, consideration and kindness towards others, or an energetic and positive attitude – excellence underpins all that we do at Pennthorpe, and all that we strive to be together. Our exceptional staff team is integral to Pennthorpe's exciting environment; the foundation upon which our children's success is built.

Becoming part of our team requires passion, humour and a willingness to be fully immersed in our busy, and exceptionally happy, school environment. We are looking for an energetic, passionate and caring person to light up our children's faces each and every day. You will require a huge smile, bags of patience, a good sense of humour and a love of education.

At Pennthorpe, everybody is somebody. Each child and staff member is uniquely valued for who they are, and for their individual contribution to our community and beyond. With a genuine team spirit, we blend tradition, informality and innovation; working hard to offer a vibrant and stimulating environment for learning. I take great pride in Pennthorpe's success, and recognise that it is very much built on the charisma, commitment and skills of our staff, who are truly the champions of our children. Pennthorpe is a fantastic place to work; not only for its stunning location but primarily for all the team who work with us.

If you would like to visit Pennthorpe before committing your application or you would like to discuss the role; please do not hesitate to contact my PA, Tilly Strong (headspa@pennthorpe.com 01403 822391), who will make the necessary arrangements. Once you are ready to take the next step, you should apply for the post using the electronic application form on our website (www.pennthorpe.com/about-us/application-form).

I recognise that much time and thought goes into preparing an application, and therefore guarantee that we, in turn, will give your application serious consideration, offer feedback and a personal response, should you decide to apply. I look forward to hearing from you!

Mr Chris Murray BA (Hons) PGCE
Head

ABOUT PENNTHORPE

Pennthorpe is a truly independent prep school located on a beautiful site of 26 acres in the heart of the Sussex countryside, close to the Surrey border. With around 280 pupils from 2 to 13, Pennthorpe has a real family feel.

Pennthorpe pupils are happy, confident and engage in all aspects of learning, whether that be in the classroom, on the playground, on the sports field or outside of life at Pennthorpe. We nurture a joy of learning and discovery and create an exciting environment for our children to learn and flourish.

The Pennthorpe Purpose forms the backbone of our daily life, and is common vocabulary for all in our community. Our motto 'Non nobis solum nati' translates as 'Born not for ourselves alone', and together with the culture captured by the Pennthorpe Purpose, expresses that our reason for being is not selfish, but for the goodness of humanity. We do not exist just to serve our own intentions, but have a duty to positively contribute to the lives, and benefit, of others. By giving the best of ourselves to the world, we make it a better place.

Pennthorpe staff must think like talent scouts, striving to get the best out of our children, and helping them to find their place in the world. We're fiercely ambitious for our children's futures, and our goal is to give voice to their magnificent character, celebrate their burgeoning talents and provide a tailored learning programme to support their emerging aspirations. Through our web of diverse and successful relationships with over 40 Senior Schools, and in strong partnership with our parents, we help our children secure places at the right Senior School for them.

The broad and skills based curriculum requires our children to be authentic, independent learners; to trust their instincts and to be bold. We teach our children how to learn, and then give them the tools and inspiration to challenge themselves. A Pennthorpe education offers our children quality time to experiment and investigate, space for our learners' own interests, learning which is focused on grappling, thinking and exploring, all delivered through collaboration and interactive teaching.

Our facilities are first rate. Within the grounds you will find our superb teaching facilities, carefully tended sports fields, numerous gardens and play areas, in addition to the fabulous woodland. We have two fully equipped wet Science labs, a full sized sports hall, Multi Use Games Area, dedicated Music and Drama studios, a generously equipped Design & Technology centre, an Art studio complete with kiln, a Teaching Kitchen, dedicated Library and a Computing Suite. In addition, we have a published plan of future development of our facilities over the next 5 years.

OUR AIMS

- To inspire all pupils with the ambition to discover and achieve excellence
- To stimulate and nurture all pupils on a uniquely personal journey of self-development
- To build a community and develop relationships that make a positive difference
- To invest in the future of our children.

WHY JOIN US?

Staff come from a variety of backgrounds, and all find their place at Pennthorpe.



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MY PASSION, IDEAS AND OPINIONS ARE ACTIVELY ENCOURAGED AND SUPPORTED, AND I FEEL TRUSTED AND EMPOWERED IN DEVELOPING MY DEPARTMENT TO BE THE VERY BEST IT CAN BE.

Graham Shaw, Head of Science

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I LOVE WORKING AT PENNTHORPE; IT IS SUCH A TIGHT-KNIT COMMUNITY WITH A SUPPORTIVE AND DEDICATED STAFF, WHO VALUE THE EDUCATION AND GROWTH OF EACH INDIVIDUAL CHILD, WHILST GIVING THEM INCREDIBLE OPPORTUNITIES TO THRIVE. IT REALLY IS A WONDERFUL PLACE TO WORK.

Charlotte Gallina Breese, Year 3 Class Teacher



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WHAT HAS STRUCK ME MOST, SINCE JOINING PENNTHORPE IN AUGUST 2021, IS THE WARM, CARING AND CLOSE-KNIT COMMUNITY OF THE SCHOOL, WHICH INCLUDES PARENTS, CHILDREN AND STAFF. I LOVE THE COMMUNITY'S INCLUSIVITY AND OPTIMISM; IT IS A TRULY WONDERFUL PLACE TO WORK.

Tilly Strong, PA to the Head



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WORKING AT PENNTHORPE, WITH SUCH TALENTED AND PASSIONATE INDIVIDUALS, IS AN ABSOLUTE PRIVILEGE. THERE IS A GREAT SENSE OF CAMARADERIE WITHIN THE TEAM AND THE CHILDREN REALLY ARE AT THE CENTRE OF EVERYTHING WE DO. I HAVE NEVER WORKED IN AN ENVIRONMENT WHERE I HAVE FELT MORE AT HOME.

Jon Marler, Assistant Head, Academic



THE BENEFITS

There are many reasons to join Pennthorpe, including:

- An allocated mentor to help with all queries and concerns, in addition to an informal staff buddy system
- Friendly and supportive team and a busy staff social calendar
- Great autonomy to focus on things that make the biggest difference, and to enable all to bring their own personality and character to the workplace
- Staff wellbeing opportunities including dedicated staff sessions (for example sport and massage sessions) during our biannual Wellbeing Week and on INSET days
- Support for working parents
- Dedicated staff work areas
- Professional development, including the possibility of financial support for postgraduate training
- Numerous career progression opportunities
- Fee remission for staff children
- Contributory stakeholder pension scheme
- Restaurant quality lunches, cooked on-site, are provided to all staff during term time
- Free parking on site.

TECHNOLOGY @ PENNTHORPE

We are passionate about technology at Pennthorpe and it is a key component of both our excellent academic and pastoral provision for pupils.

Our Digital Learning focuses on equipping our children with the skills and knowledge to be savvy and critically minded digital citizens who can also confidently use technology to enhance their learning and 'future readiness'.

For our staff, we aim to ensure that the IT provision is run like a well-oiled machine; smoother than a perfectly coded algorithm!



IT TECHNICIAN

The successful candidate will play a vital role in ensuring the smooth operation of the School's computer systems, providing technical support to both staff and students. They will also work with the Head of Digital Strategy to assist in delivering the School's strategic vision for technology.

Key Responsibilities

- Act as the first point of call for IT support requests for both students and staff, providing prompt and professional resolutions, minimising service disruption
- Support and maintain the School's audio visual equipment
- Perform PC / laptop repairs and upgrades where directed
- Ensure the school's Asset Register of IT equipment is up-to-date and maintained accurately at all times
- Contribute to IT department project work
- Liaise with relevant suppliers and procure suitable equipment
- Any other reasonable duty in connection with the provision of the whole school IT support service
- Support and contribute to the school's responsibility for safeguarding pupils
- Set up and maintain user accounts, removing accounts where appropriate
- To undertake any such other duties which the Head of Digital Strategy may reasonably request
- Ensure printer toner is replaced promptly and that an appropriate amount of toner is kept in stock

Other Duties & Expectations

- Attending and participating in training and development courses as required
- Attending meetings, liaising and communicating with colleagues in the school
- Having due regard to confidentiality, child protection, health and safety, other statutory requirements and the policies of the school
- Working collaboratively with colleagues as part of a professional team, carrying out roles effectively and knowing when to seek help and advice from colleagues
- Reflecting upon and seeking to improve personal practice
- Working within schools policies and procedures and being aware of legislation relevant to personal role and responsibility in the school
- Building and maintaining successful relationships with pupils, parents/carers, staff and tutors
- To uphold and enforce school rules and to work in co-operation with colleagues to promote the high standards of behaviour and concern for others that are part of the school's tradition and mission
- To attend team meetings, and other such meetings as are required, including staff meetings, INSET sessions, and other such training as may be necessary
- To act in accordance with the Staff Handbook and the Staff Code of Conduct
- To be fully aware of and to implement the school's policy on Health and Safety, both when pupils are in school and when they are engaged in school activities elsewhere
- Attend school functions, including after hours, as directed by the Head
- To take part with the Head and senior team in an annual Professional Development Review meeting, which will include the agreement of professional development/training objectives for the coming year
- To undertake such other duties which the Head may from time to time reasonably request

PERSONAL SPECIFICATION

Qualifications

- Good basic education to GCSE standard or equivalent
- Level 2/3 in a relevant subject

Professional Experience

- Experience of working within an educational setting preferred but not essential
- Experience of working within a first line support role preferred but not essential

Personal Competencies & Skills

- An Communicate clearly, accurately and helpfully with staff, children, parents, visitors
- Recognise the confidentiality of some kinds of information
- Work effectively and efficiently under pressure
- Excellent interpersonal skills
- Excellent verbal and written communication skills, including the ability to discuss technical matters with staff outside of the IT team
- Have an enthusiastic and proactive approach
- Willingness to work flexibly according to the demands of the role
- Model and promote good manners
- Ability to work independently and as part of a team
- Demonstrate the ability to follow instructions, policies and procedures
- Have an enthusiastic and proactive approach
- Ability to prioritise tasks and organise time efficiently
- Strong work ethic and willingness to develop new skills



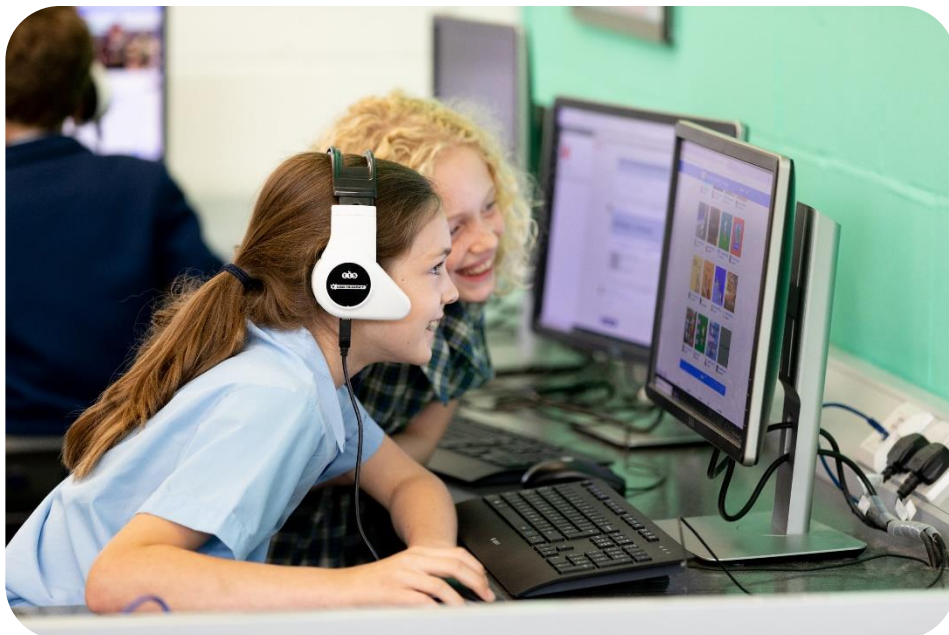
AT PENNTHORPE, OUR IT PROVISION ISN'T JUST ABOUT WIRES AND CIRCUITS; IT'S ABOUT EMPOWERING OUR PUPILS AND STAFF TO SHAPE THE DIGITAL LANDSCAPE OF TOMORROW. JOIN US ON THIS TRANSFORMATIVE JOURNEY, WHERE TECHNOLOGY BECOMES A CATALYST FOR GROWTH, LEARNING, AND ENDLESS OPPORTUNITIES.

Nick Oglieve, Head of Digital Strategy

HOW TO APPLY

If you're ready to take the next step and apply to become part of our inspirational team, please submit your application using our electronic Application Form (www.penthorpe.com/about-us/application-form), which includes uploading a covering letter by the application deadline.

- **Start Date:** As soon as possible
- **Salary:** £21,188
- **Contract Type:** Term time only plus all INSETs and 35 days in the school holidays spread throughout the year
- **Application Deadline:** Rolling deadline
- **Interview Date:** – successful candidates will be called to interview as soon as they are available.
- **Reporting Line:** Bursar



EQUAL OPPORTUNITIES

Pennthorpe is an equal opportunities employer and welcomes diversity. We would love applications from appropriately qualified persons regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability or age.

SAFEGUARDING

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



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