



IT Apprentice

CANDIDATE BRIEF



St John's School
LEATHERHEAD

About St John's



Thank you for your interest in St John's. We are proud of the outstanding work that our teaching and support staff do to create the vibrant, inclusive community which characterises our school. Working with us offers an opportunity to teach, grow, contribute and become part of a forward-thinking team. We look forward to welcoming an exceptional candidate to join us.

Alex Tate, The Head

St John's is a co-educational independent school for approximately 900 boys and girls aged 11 to 18. We are predominantly a day school (75% day, 25% boarding) with an innovative boarding offering which includes weekly, flexi and ad hoc options to create the best possible balance for busy families.

From the moment you step into St John's, you're met with a genuine sense of the warmth and community. The blend of historic architecture and the vibrant energy of our staff and pupils creates an atmosphere that is both welcoming and inspiring, and a place in which to flourish.

Founded in 1851 to educate the sons of poor clergy, St John's has always been progressive, evolving to meet the changing needs of the pupils we educate. While the School has grown and adapted over time, our core values - courtesy, kindness, respect and tolerance - remain at the heart of everything we do.

Our mission is to create an environment that is kind, supportive and full of opportunity, that inspires and equips pupils to thrive now and in the future.

The School has a reputation for innovation, academic excellence, strong pastoral care and first class all-round education. Interest from prospective families is strong and growing, with five applicants competing for every Year 7 (11+ Lower Third) and Year 9 (13+ Fourth Form) place. Our dedicated staff team ensures that

class sizes remain small, allowing us to deliver an enriching learning experience for all our pupils.

Pupils start their journey in Years 7 and 8 (Lower and Upper Third), as part of the Lower School. From Year 9 (Fourth Form) onwards, each pupil joins one of our boarding or day houses where they are cared for by a team of tutors and matrons, overseen by a Housemaster or Housemistress. The strong pastoral structure ensures every pupil is known, valued, and supported as an individual.

A truly rounded education is central to life at St John's. Pupils are encouraged to explore a rich array of co-curricular activities - from sport, music and drama to community service. We value the spiritual and moral insights that come from our founding Christian principles.

Set in 50 acres of beautiful Surrey countryside, our campus is a short stroll into Leatherhead town centre and only 45 minutes by train from central London. With excellent transport links by road, rail and proximity to Heathrow and Gatwick airports, St John's is easily accessible. The campus is an impressive mix of mid-Victorian architecture and purpose-built contemporary additions.

Our facilities are excellent - from the state-of-the-art Sports Centre to the high quality IT infrastructure that supports a Bring Your Own Device (BYOD) policy. Every aspect of the School is designed to provide the best possible environment in which to learn and work.

Working at St John's



We believe there is no limit to what our pupils can achieve. Within our vibrant learning community, we encourage every pupil to work hard, aim high, support others, and have fun. Central to this ethos is our exceptional team of people who make up St John's staff, whose expertise, energy and commitment shape every aspect of school life. We invest, reward, support and develop our employees because attracting and retaining the very best people is key to our continued success.

***“St John's is a fun, fast-paced place to work.
It's full of energy and enthusiasm and no
two days are ever the same!”***

Our teaching staff are actively engaged in refining and innovating their teaching practices through regular CPD, peer observation and self-reflection. With small class sizes and outstanding support, our teachers set high standards that are reflected in excellent public examination results. We are firm believers that academic results are not the only measure of a successful education. Our holistic approach nurtures open-minded, thoughtful, confident and happy young people, ready to thrive in higher education and beyond.

***“St John's is a workplace that values collaboration
and creativity. It's a genuine caring community,
and where everyone is working towards
a common purpose.”***

Our support staff are equally vital to the success of the School. From estates and operations to catering, IT, finance, HR and pastoral care, they are highly skilled professionals whose expertise allows the School to function effectively across aspects of school life.

Employee benefits



Professional reward and development

We recognise the expertise of our staff and aim to create an inspiring environment in which you can work to your full potential and develop your career:

- A competitive remuneration package with additional allowances for extra responsibilities
- Pension - the School offers a defined pension contribution scheme with an employer contribution of 8%
- A comprehensive induction and CPD programme for all levels of staff
- Regular appraisals to reflect on professional practice and developmental opportunities
- Full commitment to the induction and training of ECTs, providing excellent support and ongoing training and support with teacher training for unqualified teachers
- A comprehensive INSET programme delivering high quality seminars, shared good practice, first aid training and insights from expert external speakers
- High quality IT facilities, hardware and software
- Well-resourced departments.

Rewards and perks

To make everyday life just that bit easier, we are continually developing the variety of rewards, discounts and perks that we offer our staff:

- A discount on school fees for staff children who satisfy the admissions criteria following successful completion of probationary period (proportionally reduced for part time members of staff).
- A holiday buy-back scheme and sabbatical opportunity
- Cycle to Work Scheme
- Limited car parking available on-site
- Microsoft 365 for up to five personal devices
- Interest free school loan
- Access to discounts at popular retailers
- Discounts are also available at local businesses such as Nuffield Health in Leatherhead.

Health and wellbeing

Your health and wellbeing is important to us and we encourage our staff to make use of the services offered to help you live and work healthily and happily:

- Family friendly policies including flexible working, enhanced maternity and paternity pay
- We offer a Group Health Cash Plan
- A fun, free weekly bootcamp to get fit in an encouraging, motivating environment
- Use of the School's Sports Centre and outstanding sports facilities, including the swimming pool, at agreed times
- Free confidential advice line provided by DAS which provides advice and support on professional or personal matters
- During term time, our excellent catering provision offers meals and refreshments
- Free flu vaccinations
- Yearly eyesight tests
- Access to a range of wellbeing initiatives.

Community and environment

This is a stimulating, welcoming community where colleagues build supportive professional relationships and friendships:

- A supportive network of experienced Heads of Department, Senior House Staff and the Senior Management Team
- Highly skilled support and academic staff who, together, are integral to the successful running of the School
- As part of the staff community you can take part in enjoyable social events, sports activities and more...
- A beautiful environment which combines well-maintained historic buildings with state-of-the-art facilities
- Many parts of our beautiful and flexible school site are available to hire at a discounted rate for staff
- For eligible staff, accommodation within walking distance to St John's may be available.

The Role



This is a fantastic opportunity to develop your skills and experience by working as an IT Apprentice. Apprenticeships give you the opportunity and support to develop new work-placed skills in an organisation committed to your professional success. You will have the opportunity to participate in a supportive environment to develop the behaviours, knowledge & professional skills required to succeed in a busy IT department. The IT Apprentice is an important member of the IT team. The school is increasingly dependent on its IT systems working properly and efficiently. You will be joining a department of three, led by the Director of IT. Although roles within the team are separate, the team works closely together based in the same office, with as much sharing of knowledge as possible and training on new technologies.

APPRENTICESHIP OVERVIEW

This is a 20-month apprenticeship programme, gaining an advanced (Level 3) qualification as a Information Communication Technician.

During this apprenticeship, you will follow a fully supported training programme with The Development Manager Ltd, delivered through combined weekly remote classroom-based training, workplace assessment/ training and online learning working towards completing the Information Communications Technician standard.

For further information please visit;

<https://skillsengland.education.gov.uk/apprenticeships/st0973-v1-2>

Key responsibilities

- Supporting, maintaining and upgrading all school-owned user technology including desktops, software, laptops, printers, and mobile technology.
- Work with the IT team to help maintain an up to date inventory of IT equipment, and ensure the cleanliness of equipment.
- Assist with software installation & patch maintenance.
- Assist with routine administration tasks.
- Providing first line support to all users in line with the helpdesk procedures and priorities to ensure appropriate service levels are maintained and issues resolved satisfactorily.
- Maintaining regular communication with users whilst resolving their logged issues.
- Assist with the expansion of the school network infrastructure including switches, cabling and wireless network equipment.
- To keep abreast of technological developments and encourage the use of IT at all levels.
- To support staff and students with the set-up and preparation of IT equipment around the school.
- To support staff and students with the use of IT including online support and assisting with inset training where appropriate.
- To be aware of the school's health and safety policy and to assist in carrying out the responsibilities detailed therein.
- Maintain stocks of spare parts and consumable items.
- To meet all learning commitments of the apprenticeship as directed by your line manager, and Apprenticeships Mentor. Assigned examinations and an end point assessment must be completed. This can include presentations, portfolios, units of assessment and exams.

NB This list is not exhaustive and you may be required to undertake other duties as required. This job description may be amended to meet the needs of the School.

The Candidate



<i>Essential Skills, Characteristics & Experience</i>	<i>Eligibility</i>	<i>Requirements</i>
- Excellent Communication Skills – building good relationships is fundamental to the delivery of good service. - Teamwork & Collaboration – The ability to work flexibly in a team and contribute to a supportive working environment. Being enthusiastic and eager. - Adaptability & Flexibility – Being able to work in a fast-paced, exciting environment. These skills are vital to responding to situations in the workplace. - Organisation Skills – The ability to manage your own workload as a team as well as personal project deadlines. - Support the Schools core values, the five principles of Kindness: Respect, Inclusion, Support, Empathy & Service.	You must meet the following eligibility criteria to apply for the role: - Have been a UK/EEA resident for the last 3 years - Hold valid residency status - Have the right to work in the UK - The School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection training and screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.	It is a requirement to have five GCSE 9-4 grades or equivalent (including English and Maths) to apply for this type of apprenticeship. If you do not have these grades but have completed numeracy and literacy Key Skills/ Functional Skills at level two you may also apply for these apprenticeships.

CONDITIONS OF SERVICE

£23,450, 40 hours per week, 52 weeks per year (20-month apprenticeship programme, Level 3 Information Communication Technician)

The salary is inclusive of paid holiday entitlement and there is an annual salary review on 1 September each year. There is a probationary period of six months and the appointment is subject to satisfactory references and clearance by the Disclosure and Barring Service.

Staff are permitted to use the facilities on site (such as the swimming pool, tennis courts and Library) at times which do not conflict with the School's requirements and within the School rules. Lunch is provided during term time.

The School is a non-smoking environment.

Health & Safety at St John's School

Under the Health and Safety at Work etc. Act 1974 and associated legislation, colleagues at St John's are expected to be comply with H&S requirements at all times, including but not limited to Risk Assessments, COSHH, PPE, Manual Handling and to follow St John's policies and procedures. Specifically, colleagues must continuously carry out all duties in a manner, which endangers neither themselves nor others. If you consider something is unsafe or likely to cause injury or ill health, you must rectify it if safe to do so, or report it to your immediate manager or the Health and Safety Manager.

Data Protection at St John's School

The School will comply with its obligations under the prevailing data protection legislation when processing your personal data. For further detail in this regard you should refer to the School's Data Protection Policy and the Staff Privacy Notice which can be found on the website.

Staff Conduct

Colleagues at St John's are expected to adopt high standards of personal conduct in order to maintain the confidence and respect of all those with whom, and for whom, they work and must abide by the Staff Conduct Policy at all times.

Child Protection



St John's School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children."

In addition to their job description, the job holder should be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons who they may come into contact with whilst at St John's. The post holder's responsibility will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Safeguarding Lead .



The Selection Process



How to apply

Please complete an application form and equal opportunities monitoring form (available to download from www.stjohnsleatherhead.co.uk/about-us/careers-at-st-johns/current-vacancies/) and provide a letter supporting your application addressed to:

Karen Perkins, Deputy Head of People & Culture

Closing date: 9.00am, Friday 31 July 2026

Interviews will be held shortly after

We reserve the right to appoint at any time in the recruitment process and therefore invite interested candidates to apply as soon as possible..

St John's recognises the importance of attracting candidates from the widest possible sources in order to secure the range of skills and experience within our staff team.

Completed applications should be sent to St John's School via email to recruitment@stjohns.surrey.sch.uk or online via our [website](#).

Further enquiries about this position or application process

Karen Perkins, Deputy Head of People & Culture
recruitment@stjohns.surrey.sch.uk

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