



**Eaton Square Prep School**

**Candidate Pack**

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# IT Engineer

# About Eaton Square Prep & Nursery Schools

Eaton Square Prep School was founded in 1981 and celebrated its' 40th anniversary last year. It began life as a Nursery School in the basement of St Peter's church on Eaton Square. Since then, the school has expanded it's offering from Nursery to Year 6. Eaton Square Prep is part of a family of schools, including Eaton Square Senior School, and Eaton Square Sixth Form, as well as being part of the Dukes Education group.

Offering continuity of education in the important formative years of a child's life, the school is a vibrant, popular community where children learn not only the skills, but also the values that will prepare them for the next stage of their life at senior school and beyond. Although non-selective at the main point of entry (Reception) the school maintains high academic standards, with many children moving on to the most selective of London Day Schools and Boarding Schools at 11+ entry level. or 13+ where appropriate for pupils who have transferred onto the Senior School after the 11+ screening processes for 13+ entry.

In recent years we have seen pupils move on to Westminster, Dulwich College, Alleyn's, Kings College Wimbledon, St Paul's, City of London Girls, Godolphin and Latymer, Putney High, JAGS, Benenden, St Swithun's, Roedean and Downe House, as well as many other independent schools. As mentioned above, the pupils also move on to Boarding schools such as Eton, Harrow, Tonbridge and Winchester at 13 following the 11+ process. Many of our pupils now stay on to attend our Senior School. Approximately 40% of Eaton Square Prep School pupils transfer to the Senior School each year.

The school offers a breadth and depth of education which goes beyond academic success in examinations and into every sphere of life. We want to nurture good character and curiosity, enabling our pupils to make their way in life beyond their formal education. Equal emphasis is placed on intellectual, artistic, aesthetic, physical and musical pursuits. In addition, our teaching staff encourage children to learn moral and spiritual values that will make them happy and confident in themselves, so that they may become kind, well-rounded and respected members of society.

Sebastian Hepher took up the Headship of Eaton Square School in 2010. He is now the Principal of Eaton Square Schools. Trish Watt succeeded Sebastian as Headmistress of the Prep. School in September 2019.

## Our Vision

Eaton Square pupils will be fully prepared to take their own place in an ever-changing world.

## Our Mission

To provide an exceptional all-round education.

## Our Values

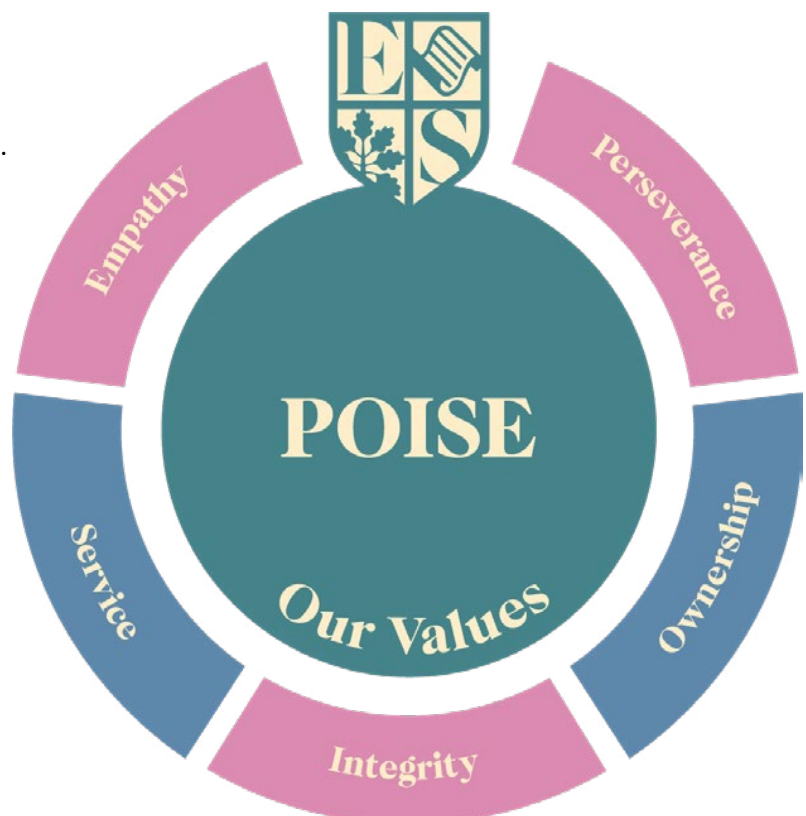
Perseverance

Ownership

Integrity

Service

Empathy





## Our Aims

- Provide the highest level of pastoral care to encourage the development of a purposeful attitude, self- confidence, respect for others, and a strong sense of community.
- Inspire intellectual curiosity and an instinctive love of learning which leads naturally to academic aspiration and examination success.
- Create opportunities to encourage a culture that identifies and supports each pupil in developing at least one area of greatness.
- Cultivate tomorrow's leaders through our core curriculum programmes that enrich self-development and personal awareness, allowing pupils to develop the skills they need to overcome adversity and setbacks.

## Dukes Education

The school became a member of Dukes Education in 2018, and as a result enjoys an excellent relationship with numerous partner schools, as well as benefiting from the support of experienced professionals, committed to improving the growth and education provision across the group.

Dukes is a family of schools, teachers, learners, and parents connected by our pursuit of an extraordinary life for every member of our community.

Their philosophy is to support each individual to live with purpose, to encourage a love of learning, and to act as a team. All of this is underpinned by a quality standard that runs through everything they do.

Dukes believe that education is a journey to be enjoyed and shared at every stage of life, unlocking extraordinary possibilities for every student. To learn more about Dukes, visit [dukeseducation.com](https://dukeseducation.com).



# Job Description

**Accountable to:** Bursar

**Start date:** September 2024 or ASAP

**Salary:** £30,000 - £34,000 depending on experience and qualifications

## Main duties and responsibilities

The IT engineer will need to be well versed in providing end user support. This is a key aspect of the role as the IT engineer will be the “face of IT” in the school, hence it is imperative that the engineer will be a person with a strong customer focus.

The IT engineer will be responsible for the support and management of all aspects of the school's computer network infrastructure & connected devices. He/she will be expected to take his/her own initiatives to resolve problems and propose solutions. He/she will also be involved in implementing projects and provide recommendations for improvement of the IT landscape of the schools. He/she will be responsible for providing excellent customer focused IT support, high availability of secure IT systems & services to provide a high-quality service for staff and pupils.

The responsibilities of the IT Engineer may change depending on schools' requirements.

The IT Engineer will report to the schools' managements with a dotted line reporting to Dukes IT team.

### Main Duties and Responsibilities

- Responsible for the IT support across the school including the provision and maintenance of all the school's IT systems, network, and communications infrastructure on a day-to-day basis.
- Managing end-user hardware provisioning, updates, security, connectivity, and configuration (Windows 10/MacOS/iOS)
- Managing and supporting AV systems in the classrooms (touch screen TVs, projectors, Audio-visual devices, printers, photocopiers)
- Responsible for supporting the infrastructure network switches, domain controller and firewalls
- Administration of MS365 instance
- Providing end-user support and training regarding IT software, systems and processes to users in-person and remotely.
- Managing 3<sup>rd</sup> party suppliers and ensure cost efficient procurement of hardware and services.
- Contributing to decisions on IT budgeting as well as forecasting and recommendations on IT strategy .
- Managing licences and support contracts on hardware and software.
- Managing, maintaining and developing IT security and compliance policies.



### Other Responsibilities

- Provide additional support to the school administrative and support team, where appropriate and as required.
- Be aware of and comply with policies and procedures relating to safeguarding/child protection, confidentiality and data protection, reporting all concerns to an appropriate person.
- Any other duties and ad hoc requests as may be reasonably required.

## Person Specification

- Demonstrated experience as 1<sup>st</sup>/2<sup>nd</sup> level IT engineer/system administrator in education sector preferred
- Strong Experience in supporting users and pupils on daily basis
- Strong knowledge of End-user computing devices including HW/SW support, installation, configuration, and deployment of laptops, desktops, tablets and smartphones
- Knowledge of education system such as iSAMS, MySchoolPortal, and Evolve is highly desirable
- Good knowledge of Windows based environments (server and client side). Knowledge of AD, DNS, DHCP, VMware
- Knowledge of network device administration (switches, Wi-Fi devices, network controllers, routers)
- Knowledge of media Audio/Visual devices (Projectors, Interactive TVs)
- Networking knowledge: TCP/IP, DNS, VLAN, VPN, SSL & IPSec
- Knowledge of Microsoft 365 Administration, Office and Email support
- Security – Firewall, AV, WebFilters, Security policies
- Experience with VOIP Comms and other telephony beneficial
- Demonstrate good communication and organizational skills and proactive attitude



# Interview Process

## Tes Application

Please apply by completing the tes application in full. You must include your entire job history, explain any gaps in employment, and provide the contact information for at least two professional referees.

## Interview Process

Applications will be assessed against the Job Description & Person Specification, with candidates invited for a short interview in person. Subject to the number of applications, shortlisting may take place before the deadline for applications has passed. To eliminate unconscious bias from our recruitment process we remove all candidate names and places of education from applications before passing them to the panel for review.

Interviews will likely involve a formal interview with the Bursar and Dukes Head of IT which will include some practical activities aimed at assessing your practical skills and communication skills. Shortlisted candidates would then be interviewed by the Head.

## Perks & Benefits

- As a part of the Dukes Education group you receive access to over 70 CPD events, training sessions, workshops, collaborative development days and courses each year, plus invitations to all Dukes events, talks, kids camps and more.
- An [Employee Assistance Programme](#), including six free in-person counselling sessions for both you and your family members.
- Staff Pension.
- 25 days holiday per year.
- Cycle to work scheme.
- Staff loans for training.
- Free daily lunches and refreshments.
- A warm staff culture with regular staff socials.





## Equality, Diversity & Inclusion

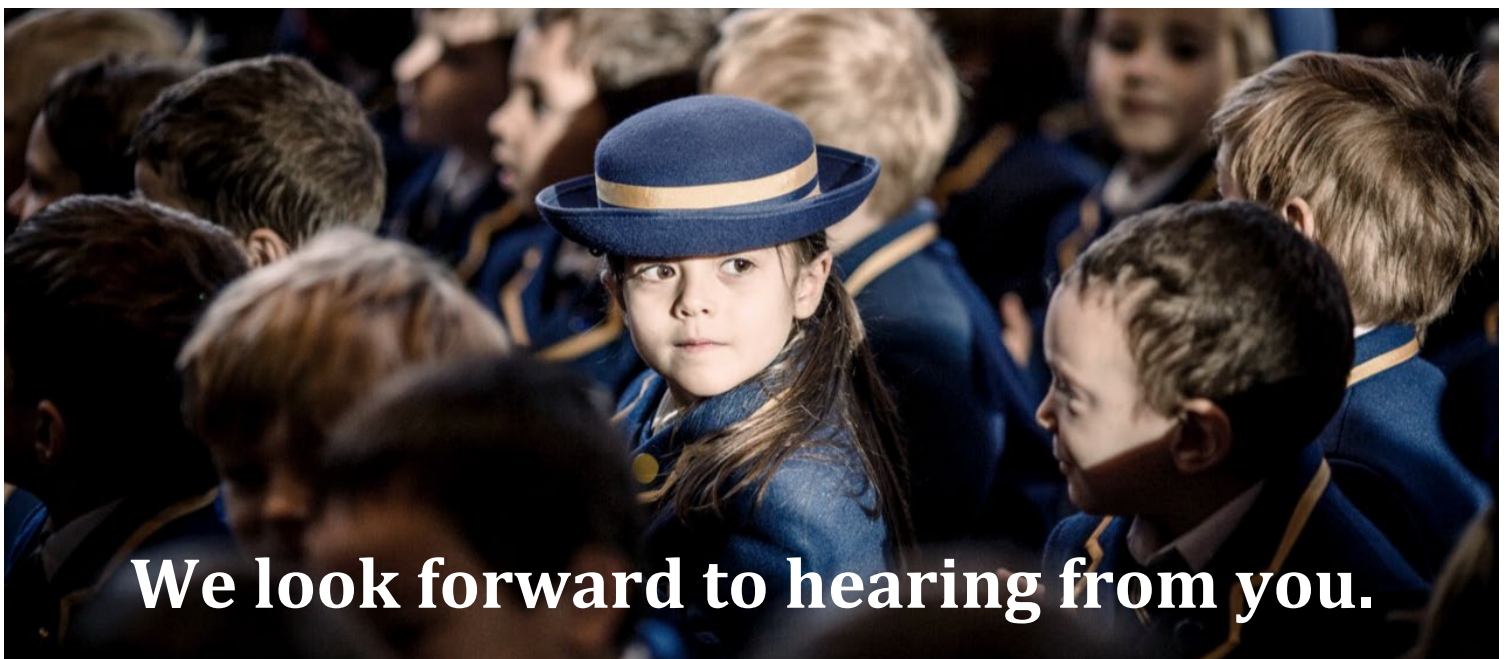
Eaton Square is committed to continuing to make diversity, equity, and inclusion part of what we do – from how we educate our young minds to how we build our workforce. If you are from an underrepresented community, we would especially like to hear from you.



## Application Information

Interviews will take place after 23rd August 2024. However, successful candidates may be invited to interview immediately upon receipt of their application, so we recommend applying early.

If you have any questions about the role, or special requirements for your interview, please contact Joe Gibbon on [j.gibbon@eatonsquareschools.com](mailto:j.gibbon@eatonsquareschools.com) or 020 7225 3131.



**We look forward to hearing from you.**

# Great minds set free.



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