



SURBITON

HIGH SCHOOL

Job Description

Job Title: IT Technician

Job Purpose: To work with the Network Manager to maintain a high level of service to users

Reporting Line: Network Manager

Start Date: ASAP

Tenure: Permanent, Full-Time (52 weeks per year)

Salary: Competitive (from £24,156 per annum)

Key Responsibilities:

- Assist with the maintenance and support of the school network and its back-end systems under the direction of the Network Manager
- Provide support to staff and students in their use of school IT equipment and resources
- Install and maintain hardware and software as directed by the Network Manager
- Assist with the deployment of staff and student iPads, including the replacement of faulty or damaged units
- Assist with the maintenance of the shared iPad resources and ensure that they are fully functional and up to date
- Support staff and students with the use of online and cloud-hosted resources, including Office 365
- Provide technical support for the School's Digital Learning Spaces, which runs on a WordPress Multi-User site (MySQL, PHP and HTML)
- Manage software and computer image deployment, ensuring that the required systems and software are licenced correctly.
- Maintain an inventory of hardware and software, including the management and development of the relevant databases
- Maintain printing hardware and software
- Check the network for unlicensed software
- Manage data stored on the network, deleting redundant data where necessary
- Ensure network and internet security products are operational, up to date and deployed properly
- Provide technical support to events and assemblies
- Manage and undertake system backups when required
- Manage, maintain and technically support any audio/visual equipment around the school, including projectors, sound equipment, Interactive Whiteboards and Interactive Flat Panel Displays
- Assist with the specifying and purchasing of IT and Audio/Visual equipment
- Carry out any such duties as may be reasonably requested.



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Person Specification

The successful candidate will be likely to fit the following profile:

Qualifications (Desirable)

- A-Level in Computing or similar
- MCP/CCNA qualification or similar

Skills

- Technical knowledge of computers
- Able to configure computing equipment, given the appropriate information
- Experience of installing and maintaining applications, such as Microsoft Office
- Basic knowledge of structured network cabling, equipment and protocols
- Basic use of Audio/Visual equipment
- Troubleshoot problems and investigate/provide a solution
- Excellent organizational, administrative and ICT skills

Experience

- Previous experience in IT Support, particularly in an educational setting, is desirable but not essential

Knowledge – At least some knowledge of the following:

- Microsoft Windows
- Microsoft Office/Office 365
- Apple iOS and OSX
- Software management and installation
- Basic Computer Security (Anti-Virus, Encryption, Passwords)
- Networking basics
- Audio/Visual equipment and its use (Desirable)

Personal Qualities

- Willing to take ownership of tasks and to see them through to completion
- High levels of personal and professional integrity and the ability to exercise discretion and confidentiality
- Good attention to detail
- Ability to work occasional evenings and weekends, when required

Attitudes

- A team player
- A reflective and flexible approach
- Organized and able to self-direct
- Ability to think creatively and imaginatively
- Committed to professional development and show a willingness to undertake appropriate training for this role



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To Apply

Please apply online via the link on the TES or our School [website](#)

Closing date for Applications:

8.00am, 3 December 2021

Interviews to be held week commencing:

6 December 2021

Please note that the School reserves the right to appoint at any stage during the recruitment process. For any queries relating to the role or your application, please email recruitment@surbitonhigh.com



The Benefits of Working for Surbiton High School

- Competitive Salary
- Extensive CPD Opportunities
- Flexible Working
- Complimentary School Lunches
- Fee reduction for children attending the School
- Contributory Pension Scheme
- Sabbaticals for long service
- Generous Rewards Programme
- Excellent transport links
- Working as part of a motivated and committed team



About Surbiton High School

We aim to inspire, encourage and empower our staff and pupils to be the very best they can be.

Surbiton High School is a friendly and vibrant community where people matter, results count and where a passion for excellence drives everything we do. We are a school with a real heart and soul, where we look beyond the A* to offer a breadth of opportunity which allows every pupil to flourish and every staff member to develop and succeed.

Our inspirational teachers are committed to delivering a rich curriculum and programme of co-curricular activities which challenge our pupils to explore ideas for themselves. We feed our pupils' minds, but we also care passionately about their character development and happiness. Our approach to education means that Surbiton High School pupils achieve the very best exam results and are also compassionate, authentic young people with strong values, keen to make a positive difference in the world. Our Educational Support Staff are the backbone of the School, and are dedicated to supporting our aim of creating an intellectually rigorous and challenging academic environment which runs smoothly and efficiently.

Surbiton High School has approximately 1600 pupils aged between 4 and 18. Our Preparatory Schools are divided into the Girls' Preparatory School and Boys' Preparatory School, and the Senior School is girls only from age 11 upwards.

We are looking for applicants who are passionate about inspiring those around them, bringing out 'The Best in Everyone' and working with us to become the number one School of choice in South West London.

Read more on our website: www.surbitonhigh.com



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Additional Information

Equal Opportunities

Surbiton High School is a member of the United Church Schools Trust, Charity Number 1016538 and is an equal opportunity employer. We expect all employees to act in a manner which is consistent with the Trust's principal objective: to provide education based on Christian principles. While we recognise that employees may come from other faith groups (as indeed do many of our pupils), we expect everyone in our community to conduct themselves appropriately in the light of this objective. As a School we, in turn, respect the different faiths of our colleagues and pupils, and welcome them and their contribution.

In Surbiton High School, male colleagues and those from ethnic minorities are under-represented among our staff; we would therefore wish to encourage them to apply. However, the aim of the selection process is to appoint the best possible candidate, and gender and ethnicity are not criteria for selection.

Eligibility for Employment

Surbiton High School is committed to safeguarding and promoting the welfare of children and young people and expects all who work at the School to share this commitment. Successful applicants will be subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Any offer of employment is thus conditional on clearance from the above, on the receipt of: two satisfactory references, a satisfactory medical questionnaire, proof of qualifications, overseas checks where applicable, and on proof of right to reside and work in the UK.

Choice of Referees

We wish to have someone who can write knowledgeably about your abilities to perform professionally in a position similar to this one. We also need to have the most recent possible references. Your referees should therefore normally include your current – or most recent – employer. If you are unable to supply referees who fit into the above categories, please explain this in your application. We shall carry out such further reference checks as are necessary to ensure the safety and welfare of children. Please provide professional, rather than home addresses for your referees, and supply email addresses in all cases.



United Learning

United Learning is a unique group of independent and state schools working together to achieve the best in everyone. Our vision is to provide excellent education so that all young people are able to make a success of their lives and, if we are to realise this vision, we need to make sure we attract, develop and reward the key ingredient – you.