



## Job Description IT Apprentice (Level 4)

**Required:** September 2025

**Line Manager:** Network Manager

**Salary:** National Apprenticeship Wage

**Hours:** Full Time (20% study time)

**Contract Term:** Fixed Term (18 months)

**Closing date:** Friday 4<sup>th</sup> July, 12:00 noon

### The Role

We are seeking to appoint a proactive and enthusiastic external Apprentice to join the IT Support team at The King's School, Gloucester. Working in a highly collaborative team led by the School's Network Manager, this is an exciting opportunity for an aspiring, technologically-minded young adult to gain valuable experience working as an IT professional in one of the country's leading HMC Independent Schools.

### The School

The King's School is one of the dozen oldest schools in the country and has a proud heritage dating back to at least 1087, with a re-foundation in 1541. King's is the Cathedral School in the city of Gloucester, whilst the surrounding county is home to many excellent grammar and state schools, as well as other independent schools. King's is held in high regard amidst this competitive area; our academic, co-curricular and pastoral attainment is second to none. As a result, the last three ISI reports for King's have all been classified as 'excellent' in every area. Local media brand SoGlos has awarded King's the title of 'Independent School of the Year' or 'Highly Commended' in every one of the last six years – a feat unmatched by any other local independent school – most recently winning the title in May 2025. Despite the multiple national-scale challenges of recent years, King's has seen its pupil roll growing steadily and parental satisfaction scoring very highly indeed. With careful investment in the campus and facilities, as well as a continuous focus on improving teaching and learning and developing our outstanding pastoral care, King's is now seen as a dynamic, forward-thinking and impressive place to study and to work.

### Main Duties

This is an apprenticeship role, and training will be provided to enable the postholder to perform the duties of an IT Technician, which include:

- **IT Support & Helpdesk:** Provide rapid and friendly first and second line IT support to staff and students;
- **Hardware & Software Maintenance:** Assist in deploying and maintaining computer hardware and software, learn to repair and prepare IT equipment for use and support updating, patching, data backup, and retrieval;
- **Network & Systems Support:** Learn about server, network, and connectivity systems, help maintain disaster recovery plans and maintain accurate records of IT and AV assets;
- **User Support & Training:** Support teaching staff with IT during lessons as required and set up specialist equipment for learning activities;
- **Policy & Safety Compliance:** Follow data protection, information security, and acceptable use policies, ensuring health and safety compliance in all IT-related tasks;
- **Professional Development:** Engage in personal training and development activities and contribute to the development of the Digital Technology strategy.



- General: Any other duties that may reasonably be assigned by the Network Manager or Deputy Head (Operations).

## Personal Profile

### Essential Attributes:

- Five GCSEs (including English, Maths, and a Science/Technology subject) or equivalent experience;
- Basic understanding of PCs, software, and school IT environments;
- Experience using Microsoft Office (Word, Excel, Outlook, PowerPoint) and common desktop applications;
- Good customer service attitude, communication and interpersonal skills;
- Ability to follow instructions, solve simple problems, and maintain accurate records;
- Self-motivated, adaptable, and able to work under pressure;
- Team-oriented with a strong work ethic and willingness to learn;
- Understanding of confidentiality and safeguarding responsibilities.

### Desirable Attributes:

- Knowledge of Office 365 and cloud services;
- Innovative thinking and ability to translate user needs into IT solutions;
- Interest in ongoing professional development in IT and service delivery.

## Hours of Work

Hours of work shall be 08:00 to 16:30, Monday to Friday, with a one-hour lunch break. As an apprenticeship, there is a 20% study time requirement comprising one half-day per week (included in working hours), plus 24 days of live instructor sessions spread across the 18-month duration.

## Benefits

- A contributory pension through Aviva APTIS;
- Generous fee remission for children at King's;
- Before / After School Care for children at King's;
- Access to a Doctor for advice and short consultations;
- Staff Wellbeing Programme;
- Cycle to Work Scheme;
- Lunches;
- Parking.

## Applications

Candidates should apply through Tes or by sending a completed School Application Form and Covering Letter via email to [recruitment@thekingschool.co.uk](mailto:recruitment@thekingschool.co.uk). A CV is not required.

Closing date for applications is **Friday 4<sup>th</sup> July at 12:00 noon**. However, early applications are encouraged and we reserve the right to make an appointment prior to the published closing date, if appropriate.

For further information, please contact Mr Harry Fuller on 01452 337337 or via email to [recruitment@thekingschool.co.uk](mailto:recruitment@thekingschool.co.uk).



**KING'S**  
GLOUCESTER

# Recruitment

recruitment@thekingschool.co.uk

The King's School, Gloucester is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, satisfactory references from previous employers and eligibility to work in the UK. Applicants must be willing to undergo child protection screening appropriate to the post including a prohibition from teaching check (where appropriate) and, in line with KCSIE, an online search for shortlisted candidates only – this will consist of a Google and social media search. The search is looking for anything that calls into question the candidate's suitability to work with children, or could cause harm to the reputation of The King's School, Gloucester. Any information discovered will be shared with members of the interviewing panel prior to interview. Interviews will be conducted in person, and they will explore candidates' suitability to work with children. This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013, 2020 and 2023), which would otherwise mean that certain convictions and cautions are considered 'protected' and would not need to be disclosed to employers, and if they were disclosed, employers could not take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.



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