MERCHANT TAYLORS'
School

Job description **The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment**	
The School	Merchant Taylors' School is a large Independent Boys' School, situated in 286 acres of parkland in Northwood, Middlesex. The School was founded in 1561, is owned by the Merchant Taylors' Educational Trust and moved to its present site in 1933. There are four distinct boys' day schools on campus. The Nursery, the Pre-Prep & the Prep cater for 320 boys, while the Senior School has over 1000 pupils. The Senior School employs over 140 teachers and 160 Support staff across Merchant Taylors' School.
Job title	Junior IT Technician
Function	Support Staff
Reports to	Head of IT
Line management duties and responsibilities for	N/A
Summary of role	To support the provision of effective IT Client Services to our Senior and Prep School on a site rotational basis (once probation is passed). First line responsibility for all aspects of the day-to-day administration of the School's IT systems.
Main duties and responsibilities	Provide support to the Head of IT. First line responsibility for hardware and software on School network with outside Contractor support as necessary. Ensure adequate systems are functioning to provide up-to-date anti-virus protection and daily backup for servers. Comprehensive support in all aspects of School-based IT to staff, students and visitors

	First line responsibility for network infrastructure (i.e. cabling). In conjunction with the Head of IT, ensure systems are in place to make sure that security and movements of the School's IT assets are adequately controlled. Maintain adequate stocks of IT consumables Keep up-to-date IT records as required by the Head of IT. To setup, diagnose and resolve, if possible, audio-visual equipment faults including interactive white boards and projection systems/display screens. To setup or relocate desktop computers, printers, AV and related equipment To install Windows operating systems, software and updates To install application software To install new peripherals and device drivers Education is an ever-changing service, and all staff are expected to participate constructively in School activities and to adopt a flexible approach to their work. This job description will be reviewed annually during the appraisal process and may be updated to reflect the requirements of the role following discussions with the job holder. Work within training and authorised access; obtain supervision for unfamiliar tasks or infrastructure changes. Record support requests, actions and user updates; escalate unresolved faults. Complete an agreed development plan. If required, provide assistance to Merchant Taylors' Prep School in line with above-mentioned duties.
Safeguarding responsibilities	It is the post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact and to adhere to and ensure compliance with the School's Safeguarding 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 Head Master

Person Specification

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment			
	Essential	**Desirable**	**Method of assessment**
Qualifications	• Maths and English • GCSE Grade A-C (4 – 9) or equivalent qualification	• Computer Related Qualification	Production of the Applicant's certificates Discussion at interview Independent verification of qualifications
Experience	• Proficient in Windows 11, Anti-Virus, desktop support and MS Office 365 • Audio-visual and Internet support	• Previous IT experience which might include aspects of website design/support • Installation, configuring and troubleshooting of network hardware • Software deployment and troubleshooting	Contents of the Application form Interview Professional references Practical exercises
Skills	• Strong organisation skills • Excellent written and oral communication skills • Excellent attention to detail		Contents of the Application form Interview Professional references Practical exercises
Knowledge		• Proficient in Windows 11, Anti-Virus, desktop support	Contents of the Application form Interview

		and MS Office 2016/2019/365	Professional references Practical exercises
Personal competencies, qualities, attitude and behaviours	• Team player • Enthusiastic and self-motivated • Customer focused approach • Able to work independently or as part of a team and be flexible • Excellent time management with an ability to prioritise effectively • Resourceful, knowledgeable, and able to use own initiative • Ability to meet deadlines and work under pressure • Have a methodical approach to diagnosing and resolving faults	• A logical approach to problem-solving with good analytical skills • Flexibility in approach – to be prepared to work outside contracted hours as and when required	Contents of the application form Interview Professional references

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	
General Conditions	
Start date	ASAP
Hours	8am – 5pm (Monday to Friday, 40 hours per week) 1-hour unpaid lunch break Occasional out of hours and weekends required plus some flexibility
Salary	£26,480 per annum
Holiday	25 days per annum
Other benefits	15% employer contribution to a defined contribution pension scheme (Contributory) Life cover 4 x annual salary and income protection Access to a cash flexible benefit in lieu of pension contribution Access to a number of lifestyle benefits including Cycle to Work, ULEV cars, and retail discount vouchers via our benefit provider Staff fee remission on school fees (subject to admissions criteria) (all of the above subject to eligibility criteria) Use of School leisure facilities, including pool, gym and lake. Lunch provided free of charge when the School Catering Department is open Free parking on site, with access to electric vehicle charging (payable via app) Support for professional development and professional membership fees
Closing date for applications	Monday 2nd November 2026, 8am Please apply as soon as possible as shortlisting/interviews will progress up until the closing date. Should a suitable candidate be appointed, we reserve the right to close the advert early.
Interviews to be held	w/c 9th November 2026

Merchant Taylors' School is an equal opportunities employer committed to safeguarding and promoting the welfare of children. As this role will bring you into contact with children you are expected to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

How we use your information

We will use the information which you provided, and which we collect from other sources (such as from references and from the Disclosure and Barring Service) for the following purposes: to assess your suitability for the role for which you have applied, to assess your suitability to work with children and to enable us to comply with our legal obligations (including safeguarding and promoting the welfare of children).

Further information on how the School uses personal data is set out in the School's Staff Transparency Notice, which can be found on the Vacancy page of the School Website.