QUEEN ELIZABETH'S
WAKEFIELD











ICT TECHNICIAN (AUDIO VISUAL)

Information for Candidates

November 2026

Contents

1. The Organisation

a. Welcome from the Executive Head

b. About Queen Elizabeth's

c. The Role

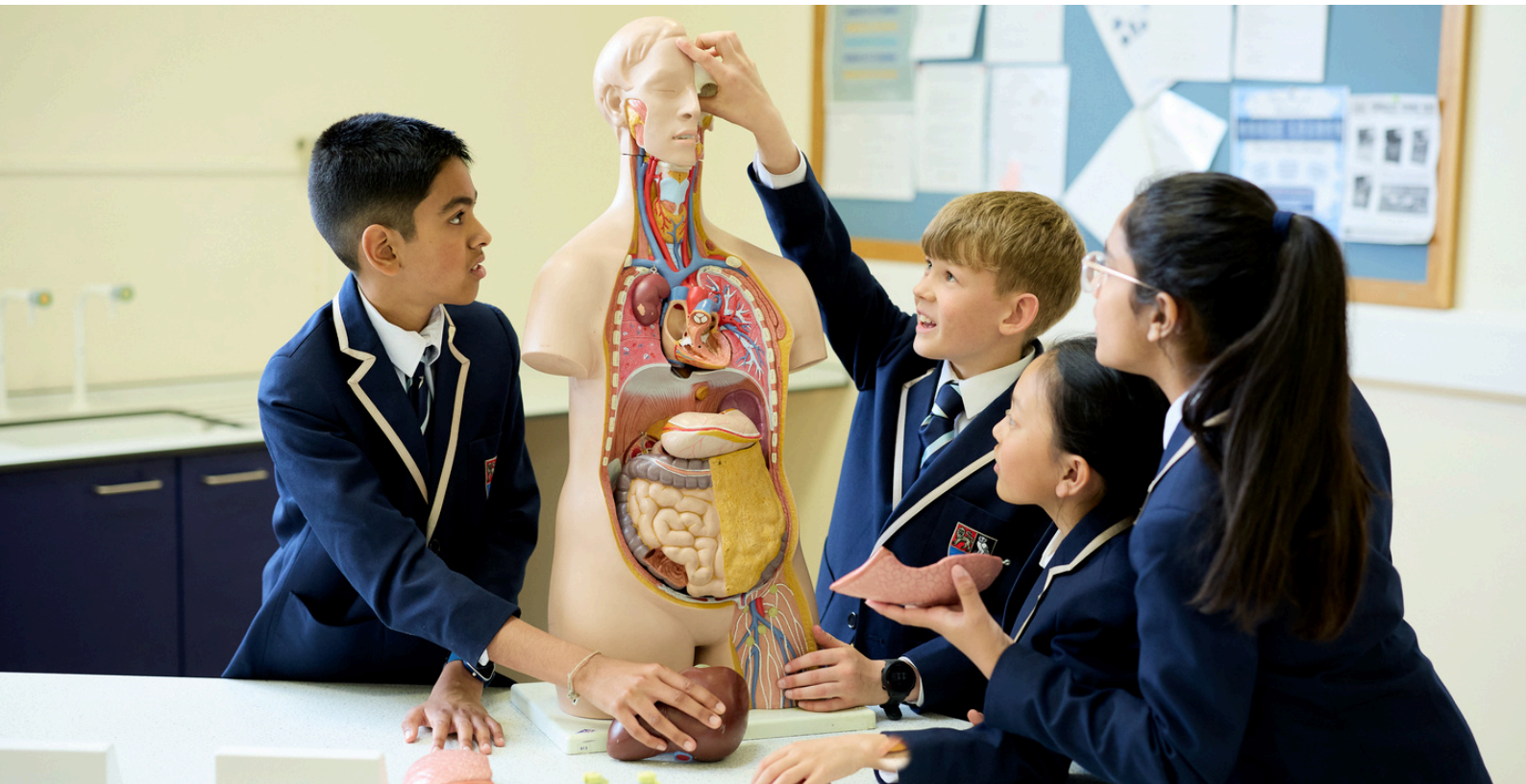
2. Job Specification

3. Person Specification

4. Terms of Appointment and Benefits

5. How to Apply

For further information about the Foundation please visit the website at https://queen-elizabeths.school/



QUEEN ELIZABETH'S
WAKEFIELD

Welcome from the Executive Head

In September 2026 the three schools of the Wakefield Grammar School Foundation merged together to create Queen Elizabeth's School, a single Co-Educational Diamond model school for pupils aged 3-18. This is an exciting point in our long history.

At Queen Elizabeth's School we believe in the transformative power of an independent education.

Queen Elizabeth's is about developing inspirational learning environments which nurture the distinctive learning needs of boys and girls. It's about encouraging each individual to look outwards as well as inwards as they begin their journey to becoming everything they want to be. It's about building confidence, developing lifelong friendships and providing the foundations for happy, worthwhile and lasting achievement. It's about encouraging hearts and minds and developing a lifelong love of learning. It's about growing each pupil's unique capabilities and instilling a sense that anyone can achieve anything they put their minds to. It's about understanding that enjoying true success in life is not just about academic achievement but developing a keen sense of social responsibility and making a difference in the world.



The success of our School is thanks to the creative, talented and forward-thinking colleagues who work within our teams. We offer a supportive and collaborative environment where your contributions will make a real difference, and enable you to explore career opportunities that offer professional development, competitive benefits, and the chance to be part of something truly special.

I encourage you to take a look at our School's websites for further information, and if you feel you could help our excellent staff team to grow, we look forward to receiving your application.

Richard Brookes

Executive Head

QUEEN ELIZABETH'S
WAKEFIELD

About Queen Elizabeth's

Queen Elizabeth's School, Wakefield is a diamond model school that combines the benefits of single-sex academic focus, historically delivered at Queen Elizabeth Grammar School (QEGS), Wakefield Girls' High School, and Wakefield Grammar Pre-Preparatory School, with the broader experience of co-education.

Passionate teachers deliver extraordinary learning experiences in welcoming, stimulating environments with excellent facilities. The school offers a balanced curriculum, combining traditional and more modern subjects, which successfully prepares pupils to enter the best universities, apprenticeships or the workplace. This excellence in teaching and learning is evidenced by outstanding outcomes at GCSE and A-Level, with the majority of leavers securing entry to their first-choice universities, including Oxbridge and Russell Group.

Queen Elizabeth's complements outstanding academic outcomes with a full range of co-curricular activities for pupils of all ages to take advantage of, including art, sport, and musical and dramatic performance.



The Role

As an ICT Support Technician (Audio Visual), you will play a pivotal dual role in blending event technology with daily technical support, serving as the school's primary specialist for audio-visual operations while providing essential first line IT assistance.

You will take ownership of all school AV requirements, from preparing everyday presentation tech and live streams to operating complex stage equipment for major events, assemblies, lectures, and public functions.

Beyond live event execution, you will maintain meticulous inventory, security, and maintenance tracking for all audio-visual and stage assets to keep systems reliable and ready.

When not actively leading AV operations, you will serve as a general Level 1 ICT Technician, acting as the welcoming first point of contact for staff and student queries through walk-ins and the IT ticketing desk.

You will also provide hands on assistance with unboxing, enrolling, configuring, and deploying new devices across the school, ensuring technology safely and securely enhances the learning environment every single day.

If you are passionate about technology, love helping people, and want to make a real, visible impact in an educational setting, this role offers the perfect platform to grow and excel.

Further details and an application form can be obtained from the recruitment section of our website https://queen-elizabeths.school/join-our-team or by emailing the HR Department at hr@queen-elizabeths.school



Job Description

Responsible to:
Principal Technical Lead

Purpose of the role:
To provide high-quality, specialised audio-visual support and first-line technical support to staff and students. This role leads on all audio-visual operations across the school—from setting up everyday presentation technology and live streams to operating complex stage equipment for major events. When not actively delivering AV services, you will serve as a general Level 1 ICT Technician, ensuring technology safely and securely enhances the learning environment.

Key Responsibilities:

Audio Visual & Event Leadership
- Lead the technical setup and operation of audio-visual systems for assemblies, presentations, lectures and school functions.
- Operate, manage, and troubleshoot stage audio, lighting, and visual systems during drama performances, concerts, and major school events.
- Working with the Teaching SALT lead supervise, train, and assist student sound and lighting crews during events and productions, fostering a safe and educational environment.
- Work flexibly outside standard operating hours (evenings and weekends) to provide full technical support for performances, productions, and school functions (time off in lieu provided).

AV Lifecycle & Asset Maintenance
- Assist with the planned maintenance, health checks, testing, and replacement cycles for all school-wide AV and stage equipment.
- Perform first-line fault diagnosis and routine servicing on projectors, PA systems, sound desks, lighting rigs, and digital displays.
- Maintain accurate inventory records for all audio-visual and stage assets, ensuring proper storage, security, and maintenance tracking.

General Level 1 IT Support (When not engaged in AV tasks)
- Act as a first point of contact for IT queries via the school's ticketing system and walk-ins to the helpdesk.
- Resolve basic hardware and software issues on staff and student devices, teaching resources, and printers.
- Handle routine user account management, password resets, and basic group additions within Active Directory and Google Workspace.
- Assist with unboxing, enrolling, configuring, and deploying staff and student devices.
- Ensure web filtering and security policies are pushed correctly to devices to maintain a safe digital learning environment (Safeguarding/KCSIE compliance).

General
- To be aware of and understand the role that all staff have in relation to the safeguarding of pupils and to comply with policies and procedures relating to Safeguarding and Child Protection, reporting all concerns to the Designated Safeguarding Lead.
- To comply with policies and procedures relating to health and safety, security, confidentiality and data protection/GDPR, reporting all concerns to the appropriate person.
- Contribute to the overall ethos of Wakefield Grammar School Foundation.
- Attend relevant staff meetings or other meetings as required.
- Attend staff training, staff meetings and additional events, e.g. parents evening; as required (including where these may fall on non-contracted days).
- Any other duties that may be reasonably required within the grade and scope of the role.

Person Specification

The following person specification indicates areas of experience, knowledge and understanding, skills and qualifications. These will all be measured by application form, interview or certification.

Requirement	Tested on Application, Interview or Test
Experience	
Hands-on experience with complex stage AV equipment (PA systems, digital sound desks, stage lighting)	**A/I**
Experience setting up and facilitating live streams and video conferencing setups	**A/I**
Experience with Windows & macOS endpoints	**A/I**
Experience in an educational setting working alongside/guiding students	**A/I**
Knowledge	
Working knowledge of sound and light equipment operation and basic safety	**A/I**
Basic understanding of networking principles (IPs, Wi-Fi, Cabling)	**A/I**
Working knowledge of Google Workspace for Education / Office 365	**A/I**
Skills	
Able to troubleshoot live performance or presentation issues quickly and composedly in front of an audience	**I**
Able to translate technical audio-visual and IT jargon into clear instructions for non-technical staff and students	**I**
Behaviours	
Ability to safely lift and move heavy hardware (AV rigs, speakers, desktops)	**I**
Comfortable shifting seamlessly between stage environments and standard helpdesk ticketing tasks. Willingness to work evening and weekend hours	**I**
Patient and encouraging when guiding student AV helpers, explaining technical processes clearly and safely	**I**
A strong commitment to student safety and welfare, both in digital environments and physical stage setups	**I**
Qualifications	
Technical Certifications (CompTIA A+, Google IT Support, or AV industry standards like Avixa CTS)	**A**

Safeguarding Children
In accordance with the school's commitment to adhere to the Department for Education's Keeping Children Safe in Education and all other relevant guidance and legislation in respect of safeguarding children, the School Registrar will be required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the school.

Data Protection
During the course of employment, the School Registrar will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 2018 and properly applied to pupil, staff and school business/information.

Terms of Appointment

Contract
Permanent

Appointment date
January 2027

Hours of work
37.5, including ad hoc evening or weekend work

Working weeks
43.5

Salary
Support Scale S5
Gross annual salary; £26,257.27

Pension Scheme
We offer a money purchase pension scheme on commencing employment. Contribution rates are currently 3.75% for the employee and 8% for the employer, based upon gross salary, with an option to increase up to 5.25% and 11% respectively.

Safeguarding Checks
WGSF is committed to safeguarding and promoting the welfare of children and young people.

Pre-Employment Checks
An offer of employment is subject to the receipt of 2 references considered satisfactory to WGSF; a satisfactory DBS (Disclosure and Barring service) check; evidence of eligibility to work in the UK; Prohibition from Management check (If applicable); relevant qualifications and a satisfactory health questionnaire.

Lunches
Free school lunches (term time only).

Other Benefits
- Access to our free 24 hour Employee Assistance Programme
- Cycle Scheme
- Simply Health (Cash back hospital plan)
- Use of free on site gym facilities
- Family Friendly policies
- Access to an extensive CPD program and opportunities across The Wakefield Grammar School Foundation

Fee Remission
Foundation staff are eligible for a discount on the fees in respect of their children attending Foundation schools (subject to Foundation policy). Fee Remission is pro-rata for part time/term time employees.



How to apply

The closing date for applications is Sunday 22nd November 2026

Interviews will be held week commencing 7th December 2026

Further details and an application form can be obtained from our website: https://queen-elizabeths.school/join-our-team or by contacting the HR department at hr@queen-elizabeths.school

Applications by CV cannot be accepted.

