



Candidate Information

The Stamford Endowed Schools is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Stamford Endowed Schools comprise Stamford Junior School, Stamford School and Stamford High School offering continuity of education throughout the age range from 2–18, including the nursery. They are structured as follows:

Stamford Junior School 300 boys & girls 4 – 11 day and boarding (from age 8) + nursery
Stamford High School 630 girls 11 – 18 day and boarding
Stamford School 700 boys 11 – 18 day and boarding

The Schools offer high calibre academic education for both day and boarding pupils and an extremely full programme of wider curricular activities.

Approximately 40% of senior pupils pass through the Junior School giving the senior schools a secure foundation for the future. The Endowed Schools are unusual, perhaps unique, in that a very close connection with the Lincolnshire Local Education Authority exists, there being no other 11–18 school in Stamford. One outcome of this is that County Scholarships have been awarded each year at the Endowed Schools to pupils at age eleven for the duration of their secondary education, partially funded by Lincolnshire LEA. However, this scheme is being discontinued and there were no new County Scholars from September 2012.

A large, but diminishing, proportion of boarding pupils come from RAF families; others are from rural Lincolnshire and other parts of the UK and the world. In the recent OFSTED boarding inspection all aspects were rated as 'outstanding' and in Independent School Inspectorate. inspections which took place in October 2011 26 of the 31 categories inspected were found to be 'excellent' with the remaining 5 being deemed 'good'. The full reports can be seen on the OFSTED and ISI websites.

The Head of each of the Schools is a Vice-Principal of the Stamford Endowed Schools who is directly responsible, to the Principal, Mr Stephen Roberts, for leadership and management and for assisting the Principal in the implementation of SES policy. The Schools operate under a single Governing Body.

The Schools occupy three sites close to the centre of Stamford, a market town of outstanding architectural beauty which was created Britain's first Conservation Area in 1975. Situated in south Lincolnshire, Stamford is a delightful small town with a thriving community. Excellent road (A1 North/South; A43/A14 West) and rail communications (East Coast mainline from Peterborough) enable many larger centres, including London, to be reached in just over an hour. East Midlands, Stansted and Luton Airports are equally easy to reach.

Other information

Further details can be found in the Independent Schools' Yearbook and on the School's website (www.ses.lincs.sch.uk).

Role Specific Supporting Information

IT Services Technician

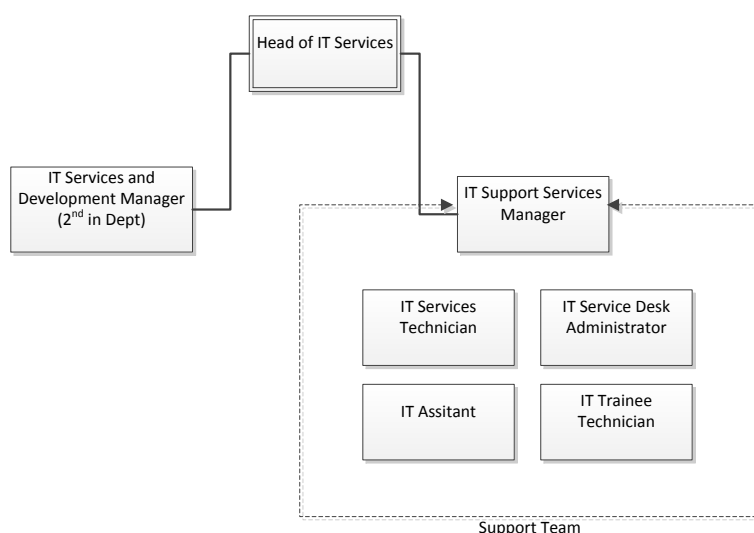
The IT Team at the Stamford Endowed Schools is a small unit comprising 7 staff. There has been an opportunity recently to reconfigure the team by introducing an IT Services Technician and a trainee role.

The IT Service Technician is part of the IT Services team providing operational support to the staff and student services, working alongside the IT Support Services Manager.

This role will work from the central IT services department office at Stamford School, but will be deployed to any of the SES sites, as need and duties dictate. The post holder will complete support cover at Stamford High School as set out by the IT Support Services Manager

The IT Services Technician will on occasions be required to work on events promoting the schools which may involve some out of normal hours working for which notice will be given.

Department Structure



Hours of Work	37.5 hours per week 08:30am – 17:00 Monday to Friday
Remuneration	£18,000 – £20,000 p.a. dependent on experience
Contract Period	52 weeks per year – 34 weeks term time 11 weeks non-term time 5 weeks annual leave 2 weeks Public Holidays
Time Off	All holiday is to be taken during school holiday periods without exception.



Job Description

Job Title: IT Services Technician

Reporting to: IT Support Services Manager

Responsible for: n/a

Core purpose

To work with the IT Support Services Manager and wider IT team to provide a second line IT support service to the SES community.

Key Areas of Responsibility

1.0 User Management

- Supplying first and second-line technical support for Staff and Pupils – face-to-face, telephone and email
- Creation of new users including user folders and shares
- Diagnosing user faults e.g. profile faults, permission errors
- Resetting passwords and unlocking accounts
- Email configuration and mailbox creation

2.0 Hardware

- Configuration and installation of new/replacement PC and server hardware
- Configuration and installation of PC peripherals e.g. printers, interactive whiteboards, LCD projectors, scanners, graphics tablets etc.
- Maintenance of PCs including PC fault diagnosis, component installation and upgrades
- Installation and support of new networking hardware e.g. switches, wireless access points etc. (within reasonable consideration)
- Network point installation (within reasonable consideration)
- Network fault diagnosis – checking network wiring and equipment to ensure data access in all areas of SES (within reasonable consideration)

3.0 Software

- Installation of software on a local and networked basis
- Assisting users in diagnosing software faults and problems
- Liaising with suppliers/manufacturers regarding software bugs and fault resolution
- Assisting the Head of IT Services in ensuring licence compliance
- Installation and general understanding of key SES systems including SIMS, Schoolscomms and the PASS the finance system.

4.0 General

- Consumables distribution – assisting in the supply of printer cartridges.
- General maintenance of ICT Suites “owned” by the IT Services department – consumable supplies, room security and checking the general condition of the rooms
- Support of occasional whole school activities such as Open Days
- Attend in-house training sessions as required
- Other reasonable duties as required

5.0 Any other duties as instructed by the Head of IT Services or IT Support Services Manager

Person Specification

Criteria	Essential	Desirable
Qualifications	Relevant degree level or equivalent qualification	
Knowledge & Experience	Extensive knowledge and understanding of Windows client/server operating systems and architecture. Experiencing of maintaining networks In-depth knowledge of computer systems /network applications Understanding of network protocols (e.g. DNS/DHCP/SIP) Knowledge of Data Protection Issues	Experience in the running and maintenance of SIMS & Sharepoint. Experience in the running of PASS (WCBS) Extensive knowledge and understanding of Linux Server operating systems. Experience of website design and management Experience in use and maintenance of iOS infrastructure including client / mobile devices Experience in the use of VM Ware Knowledge of cloud and BYOD Solutions
Key Skills	Ability to work under pressure and to deadlines Ability to work on own initiative and prioritise workload Ability to work as part of a team Able to keep accurate records and work within agreed frameworks	Ability to train others
Other Attributes	Commitment to professional development Satisfactory enhanced DBS Check Commitment to undertake in-service development	