



IT Technician

Information for Applicants

About St George's

St George's is a girls' independent boarding and day school with approximately 300 pupils aged from 11 to 18 years old, about half of whom are boarders, and a Sixth Form of approximately 90 pupils. The school operates as an Educational Trust administered by a Board of Governors, is a member of the Girls' Schools Association and is ISC accredited.

The school is less than 30 miles from London, is close to Windsor, Eton and Bracknell and equidistant from the M3 and M4 motorways. Ascot High Street can be reached on foot in five minutes, while Ascot station is less than a mile away.

Job description

Role

This is a newly created role and represents an exciting opportunity. The IT Technician supports the Network Manager and ICT users in the School in the best use of their applications and systems.

The IT Technician has the following duties, which are not exhaustive and will be the subject of periodic review:

- Assisting the Network Manager in the deployment and maintenance of IT equipment and software.
- Assisting the Network Manager in the installation of PC and other IT hardware.
- Resolving Helpdesk queries, whilst maintaining accurate, up-to-date records of the work carried out.
- Resolving software and hardware problems.
- Liaising with Network Manager and onsite Maintenance Team to assist in the running and terminating of network cabling.
- Undertaking any other tasks which may be required from time-to-time by the Network Manager.

Required competencies

- Knowledge of Windows 7/8, office software, desktop and laptop hardware and peripheral devices.
- Knowledge of computer applications.

Person Specification

Candidates must be organised and capable of responding effectively and promptly to issues with an ability and willingness to solve practical problems. The IT Technician must possess good communication and customer service skills. He/she should have the ability to use their

own initiative and have a flexible approach to meet the needs of the School. Some heavy lifting will be required and there will be an occasional need to work at height.

Terms of Service

- a. **Start Date:** as soon as can be agreed.
- b. **Normal Hours of Work:** The normal hours of work will be 0800 – 1700, Monday to Friday with an hour's unpaid break for lunch.
- c. **Remuneration:** A competitive salary will be offered to the successful candidate, depending on experience, and will be in the region of £18,000 per annum.
- d. **Probationary and Notice Periods:** The first twelve months of employment will be a probationary period. During this period, performance and conduct will be monitored. The School may extend the probationary period at its discretion. In the probationary period, the notice required to terminate the employment will be two weeks, increasing to one month by either side on the successful completion of the probationary period.
- e. **Pension:** The successful candidate will be auto-enrolled into the School Pension Scheme if eligible. There is an opportunity to opt out.
- f. **Facilities:** Lunch is provided during term time. Members of staff can use the school's sports facilities at allocated times. There is free car parking on site.

Disclosure and other Pre-employment Checks

St George's School is committed to safeguarding the welfare of children at the School. Therefore, this appointment will be subject to a successful disclosure check from the Disclosure and Barring Service. This will give details of all spent and unspent convictions and other recordable matters. A policy on the recruitment of ex-offenders is available, from the School Office. The supplied references will be taken up and the School may approach previous employers for information to verify particular experience or qualifications. A medical questionnaire will be required to be completed by the successful candidate.

How to Apply

To obtain an application form, please visit our website www.stgeorges-ascot.org.uk.

The school cannot accept CVs on their own and a completed application form must be submitted.

Letters of application together with the completed application form must reach the school by **noon on Friday 1 April 2016** and be posted to: **Mr J Skinner, Network Manager, St George's School, Wells Lane, Ascot, SL5 7DZ.**

Applications may be submitted by email to jskinner@stgeorges-ascot.org.uk.

Any queries about this post may be made in the first instance to the Network Manager, Mr Jack Skinner, on 01344 629 925 or by email to jskinner@stgeorges-ascot.org.uk.