

# IT Technician

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## Executive Summary

Founded in 627 AD, St Peter's is the fourth oldest school in the world with a strong tradition of providing outstanding educational opportunities for its pupils.

Proudly located on a 47-acre riverside campus just 10 minutes' walk from the centre of York, St Peter's is an over-subscribed co-educational, day and boarding school which achieves outstanding examination results alongside an extensive co-curricular programme.

The School was named TES Independent School of the Year for 2021, as well as Pre-Prep School of the Year for a second time having previously won the award in 2018.

# About St



## Peter's School

St Peter's was founded by St Paulinus of York on the same site as York Minster in 627 AD. In the sixteenth century, the School was given a Royal Charter by Philip and Mary and, in 1575, the School's most infamous pupil, Guy Fawkes, attended St Peter's.

The School's connection with Guy Fawkes continues, with its campus in the Clifton area of York acquired in 1844 situated on land once owned by the Fawkes family. The School continued to evolve in the twentieth century, starting with the acquisition in 1901 of St Olave's Prep School. In 1976 the first girls were admitted to the School in the Sixth Form, and in 1987 St Peter's became co-educational at all levels. In 1994 the School purchased Clifton School and Nursery, enabling St Peter's to provide a seamless, continuous education from ages 2 to 18.

Our historic links with the Minster continue. In 2020 we became the choir school for York Minster, educating the boys and girls in the choir and supporting their busy schedule of rehearsals and services, alongside everyday school life. Members of the Chapter are represented on the Governing Body and the School is fortunate to use the Minster for annual events including the carol service, major concerts and prize-giving.

St Peter's sits at the heart of the community in York and Yorkshire with extensive links and connections. We are a key member of the York Independent State Schools Partnership, nationally regarded as a leader in the field, and host a variety of other events in partnership with the University of York and the York Literature Festival, alongside our own public lecture series. Plans for the future include increasing the number of pupils receiving assistance with fees and working more closely with the City of York Council and local schools.

Today, the three sections of St Peter's (St Peter's 2-8, St Peter's 8-13 and St Peter's 13-18) work together to deliver a dynamic, all-round education that develops the abilities and enthusiasm of each of the 1,200 pupils on roll.

# Aims and Ethos

Our aim is to prepare pupils to be successful and fulfilled in their adult lives, to be leaders with humility and to make a positive impact on their world. We define this as being able to make the most of their academic and personal potential, to have positive relationships in all aspects of their lives and to make an impact in their immediate communities and the wider world for the common good.

## The Four Pillars

St Peter's aims are achieved through the four pillars of qualifications, skills, interests and values.

**Qualifications** include excellent results in academic examinations and in wider areas such as music and drama examinations and the Duke of Edinburgh Award.

**Skills** developed through academic subjects are complemented by a broader range of skills required for a truly successful life. We are committed to offering our pupils a wide co-curricular programme to develop those skills not always attained in the classroom.

These include those identified in the World Economic Forum's Future of Jobs Report (2020):

- Emotional intelligence
- Leadership
- Social influence
- Creativity
- Originality
- Initiative
- Critical thinking
- Persuasion and negotiation
- Resilience
- Flexibility
- Complex problem-solving

**Interests** developed through the academic curriculum and the co-curricular are crucial in sustaining our pupils through their adult lives while fostering the acquisition of wider personal skills. As importantly, it makes them interesting people who add value to others.

**Values** are the hallmark and bedrock of a successful life, giving sustenance in times of prosperity and adversity. The values developed at St Peter's enable our pupils to make complex, moral decisions and give them the courage to carry them out.

They are:

- Friendship
- Trust
- Wisdom
- Compassion
- Endurance
- Hope
- Humility



# Our School Structure



## St Peter's 2-8

St Peter's 2-8, for day pupils, has its own building with use of extensive play areas, sports hall and swimming pool. Under the leadership of the Head 2 - 8, teachers use the attractive environment to maximum advantage, teaching a broad and balanced curriculum which gives a wide variety of experiences, and emphasises the importance of basic skills. The thematic curriculum is highly innovative and goes far beyond the National Curriculum, both within the school day and during the wide range of co-curricular activities and visits outside of school.

## St Peter's 8-13

Under the leadership of the Head 8-13, the teaching staff provide expertise in the 8 to 13 age range, delivering dynamic and specialised teaching to challenge and support every pupil.

The curriculum is broad and challenging with expert teaching from the earliest age. There are many opportunities for recreational and competitive sports teams enjoying success both regionally and nationally. Music plays a central role in school life, involving the full range of orchestral instruments. There are numerous co-curricular activities to choose from on a weekly basis.

The Choristers of York Minster are educated at St Peter's 8-13 and combine everyday school life with a busy schedule of rehearsals and regular services at the Minster.

Boarding is an integral element of the School and junior boarders are accommodated in Wentworth, a co-educational boarding house on the main school campus.



# Our School Structure

## St Peter's 13-18

Through outstanding teaching, first rate facilities, high expectations and sheer determination on the part of its pupils, St Peter's 13 – 18 achieves considerable success in the curricular and co-curricular spheres.

The four vibrant and successful boarding houses for girls and boys lend vitality to the pastoral life of the School. Inspiration from living in close proximity to a cultured and historic city adds further richness to the pupils' lives. The most recent inspection of Boarding in 2017 found the School's provision to be outstanding.

The Chapel stands at the centre of the campus and regular services give pupils and staff the opportunity to reflect together on the spiritual values of the community and on the meaning and significance of what is happening locally, nationally and globally.

Music, art and drama are key to the cultural and academic breadth of the School. The sports programme is extensive, providing a wide range of choice for all pupils. Results are excellent, and St Peter's pupils' co-curricular achievements are considerable in an environment underpinned by rigour and challenge. The excellence of the teaching and facilities allows pupils to thrive.

The School's website and our most recent inspection reports can be viewed at [www.stpetersyork.org.uk](http://www.stpetersyork.org.uk)





## Role Description

|                        |                                                                                                                                                                                                                |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Post:</b>           | IT Technician                                                                                                                                                                                                  |
| <b>Department:</b>     | IT                                                                                                                                                                                                             |
| <b>Responsible to:</b> | IT Operations Manager                                                                                                                                                                                          |
| <b>Hours of work:</b>  | <i>During Term Time</i><br>Mondays – Fridays 8.30 am – 5.00 pm<br>Saturdays (term time 8.30 am – 1.00 pm and in lieu of half a weekday)<br><i>During School Holiday</i><br>Mondays – Fridays 9.00 am – 5.00 pm |
| <b>Salary:</b>         | £23,790 p.a.                                                                                                                                                                                                   |

### **Overall purpose of the post.**

To assist in all aspects relating to the support, maintenance and development of the School's IT and associated equipment. This includes, but is not limited to - PCs, smart-boards, projectors, TVs and mobile devices such as phones, tablets and laptops. To actively participate in the provision of a professional service which underpins the School's objective of providing a safe, secure and responsive learning environment.



### **Key responsibilities.**

1. To provide first-line IT (and related) support to all pupils, visitors and staff whilst at the School and anywhere where the School maintains a presence.
2. To provision, deploy, support and retire any IT (and related) services, hardware or software as directed by senior IT personnel.
3. To assist in the support of the School's various software and hardware-reliant services, eg. MIS, Finance.
4. To actively engage in maximising the efficient operation of the IT (and related) systems, advising on process or supplier improvements as appropriate.
5. To provide support for organised events as and when required (This can occasionally be out of hours support).
6. To adhere to the School's written or otherwise, processes and procedures relating to the governance of its IT (and related) systems, including (but not limited to) preventative maintenance, audit, asset management and legislative compliance.
7. To maintain satisfactory standards of safety and security in relation to the use and support of IT (and related) equipment.

*All staff at St Peter's School are required to observe all relevant Health and Safety, Equality and Data Protection legislation and procedures.*

*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 successful applicant will be required to undergo checks with the Disclosure and Barring Service. The post holder will be required to take care to safeguard their own safety and that of others with whom they work and to cooperate with those designated with responsibility for health and safety.*

*Note: This job description is not a comprehensive definition of the post and the post holder will be expected to undertake any other tasks commensurate with the duties and responsibilities of the post. The job description will be reviewed as part of the cycle of appraisal, and it may be subject to modification or amendment at any time after consultation with the post holder.*

## Person specification

| Criteria                                   | Essential                                                                                                                                                                                                                                                                                                                                        | Desirable                                                                                                                                                                                                    | Assessment                                                                                               |
|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| <b>Experience</b>                          | <ul style="list-style-type: none"> <li>• Knowledge and experience of IT (and related) systems, hardware and software.</li> </ul>                                                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>• Working in an educational environment.</li> <li>• Understanding of supporting client technologies, e.g. Windows 10/11, PCs, laptops, tablets</li> </ul>             | Interview<br>Application form<br>Appraisals/ testing                                                     |
| <b>Qualifications</b>                      | <ul style="list-style-type: none"> <li>• Good general educational background including GCSE Maths and English (spoken and written).</li> </ul>                                                                                                                                                                                                   | <ul style="list-style-type: none"> <li>• Completion of an IT related qualification (or two years' experience in a relevant IT field)</li> </ul>                                                              | Certificates or other proof of qualifications or knowledge acquisition<br>Appraisals/ testing/ interview |
| <b>Specialist Knowledge</b>                | <ul style="list-style-type: none"> <li>• Knowledge of current computer desktop and mobile technologies, including hardware, software and cloud productivity services.</li> </ul>                                                                                                                                                                 | <ul style="list-style-type: none"> <li>• Working knowledge of networking essentials, e.g. Cabling, patching</li> <li>• PC imaging and software packaging &amp; deployment using Microsoft Intune.</li> </ul> | Interview<br>Certification<br>Courses attended                                                           |
| <b>Skills / Abilities</b>                  | <ul style="list-style-type: none"> <li>• Excellent communication skills (written and oral)</li> <li>• Excellent inter-personal and customer-service skills</li> <li>• Able to take ownership of tasks and work on own initiative</li> <li>• Able to work within a team environment</li> <li>• Ability to organise and prioritise work</li> </ul> |                                                                                                                                                                                                              | Application<br>Interview<br>References                                                                   |
| <b>Personal Attributes and Disposition</b> | <ul style="list-style-type: none"> <li>• Committed to safeguarding and protecting children and young people</li> <li>• Problem-solver</li> <li>• Accurate and detail-driven</li> <li>• Able to work flexibly to meet the requirements of the post, including evenings and weekends</li> </ul>                                                    |                                                                                                                                                                                                              | Application<br>Interview<br>References                                                                   |

# Employee Benefits

We are a happy, thriving 2-18 co-educational day and boarding school community that combining a high quality, all-round education with a forward-looking and exciting approach to learning.

Our staff are the key to our success. It is their expertise, enthusiasm and commitment that is reflected in our high standards and in the continued excellence of our outcomes. In return, we offer all our colleagues a competitive package.

## Annual Leave

Employees on all-year round contracts are entitled to a basic entitlement of 25 days paid annual leave each year plus public holidays (public holidays occurring when the School is in session are working days). Part-time or term time employees receive a pro-rata allowance of annual leave. This rises to 27 days after 5 years of service.

## Pension

Eligible support staff are automatically enrolled into the St Peter's School Pension Scheme. Those who do not meet the government criteria for eligibility will be given the option to join/opt in. The School pays a contribution of 12% of the monthly salary and the employee is required to pay 6%.

## Sick Pay

Where employees are unable to attend work due to sickness, there is a provision for sick pay. The duration of sick pay increases according to the employee's length of service.

## Maternity, Paternity and Adoption Pay

Subject to qualifying criteria, the School offers enhanced allowances for Maternity, Paternity and Adoption Pay for all staff

## Employee Assistance Programme (EAP)

The School provides all staff with access to an Employee Assistance Programme.

An EAP is designed to help you deal with issues that may be affecting your home life, work, health and general well-being. It offers free confidential expert advice on a range of issues 24/7, 365 days a year.

## Free School Lunches

Staff can enjoy a free meal during the lunch period in the School Dining Room. Lunch is provided on normal working days during term time. A selection of hot and cold food, beverages and sandwiches are available. The common rooms at all three Schools are well supplied with refreshments throughout the day.

## Cycle to Work Scheme

Eligible employees can join our Cycle to Work Scheme (a salary sacrifice arrangement) that allows tax and National Insurance savings on the purchase of a bicycle (and related equipment).

## Parking

There is free parking available to staff on the school site.

## Sports Facilities

All staff can use the school sports facilities free of charge when they are not in use by the pupils. This includes a gym and swimming pool.

## Training and Development

Our employees are encouraged to develop their skills and knowledge continually. Training and development opportunities may include gaining a professional qualification and other formal learning opportunities.

## Living in York

York is often voted as one of the best places to live in the UK by The Sunday Times and with St Peter's School just 10 minutes' walk from the city centre, it is ideally placed to enjoy everything the city has to offer. York has tremendous connectivity with London less than two hours by train, Edinburgh just over two hours away and the moors, dales and coast within easy reach.

The city of York has much to offer. Its long history is evident through the Minster, medieval walls, Roman and Viking remains and many more sites of interest. There is a vibrant cultural scene with two theatres, galleries, museums and exhibitions. With two universities and a rapidly growing science park, the city is firmly on the academic map. Head offices for financial services, manufacturing, rail and government departments help to maintain a strong economy and plans are underway for the next phase of development in central York. There is a wide variety of excellent restaurants and shops, leisure facilities and sporting activities. Equally importantly, there is a strong community giving the combined advantages of a city and feeling like a small town to its residents.





# Application process

## How to Apply

To apply for this post, please submit a completed application form with a covering letter. Please do not send CVs, either in place of or as an attachment to the application.

For an informal discussion, please contact Adam Robinson, IT Operations Manager on 01904 527366.

The closing date for applications is Monday 11<sup>th</sup> July at 10.00am. Interviews are likely to be held shortly after.

Please return this application form and accompanying letter to:

Mr Paul Hewitt, Human Resources Manager -  
P.Hewitt@stpetersyork.org.uk

## How to find us

You can find St Peter's School, York, at YO30 6AB. The School is less than fifteen minutes on foot from York Railway Station.

## By Car

From York City Centre: Take the Thirsk Road (A19) at the Bootham Bar traffic lights. The school is 700m on the left, immediately after the footbridge.

From the A64: Take the Northern Ring Road (A1237). At the A19 roundabout turn towards the city centre. The school is two miles on the right, 300m after Clifton Green. Turn right into the school immediately before the footbridge that crosses the road.

Parking is available on site.



St Peter's School  
YORK

