



KINGS'

SCHOOL • WINCHESTER

Job title: IT Technician (Entry Level role)

Salary: Grade C £23115.00 – £24140.00

Hours: 37 hours, 52 weeks

We are looking for an organised and enthusiastic person to join our school IT Team. You will assist the IT Network Manager with the administration and management of the school's IT service delivery and the delivery of timely IT support.

The inhouse IT Technician is a new role at Kings' as we continue to invest in and expand our IT department. You will work alongside our IT Network Manager, the IT Lead for Teachers, and another IT Technician. A typical day may involve; responding to ticket helpdesk queries; troubleshooting classroom issues such as faulty cables and equipment; monitoring and issuing pupil laptops; updating staff computer software.

This is an entry level role with potential apprenticeship opportunities; therefore, no prior IT work experience is required. We are looking for someone who is enthusiastic and motivated to learn, with a keen interest in all things IT.

The IT Team is part of our support staff, at Kings' we recognise and appreciate the invaluable contribution support staff provide to schools, their work is essential to the daily operation and management of Kings'.

You will be expected to:

- Be able to think in a logical and systematic manner.
- Have great interpersonal skills and be able to develop good working relationships with internal and external stakeholders.
- Have a high level of personal integrity and confidentiality.

In return, we can offer you:

- A supportive induction and training program, tailored to you.
- Continual opportunities and support – we are passionate about development; we want to invest in you.
- A strong sense of community.
- Staff wellbeing at the heart of every decision.
- 24 days annual leave plus bank holidays.
- Staff swimming – free staff swim slots at our indoor heated pool.
- Hampshire County Council benefits also include:
 - Local Government Pension Scheme – with guaranteed benefits.
 - Employee Assistance Program – 24/7/365 phone advice, and up to 6 free counselling sessions per year.

For further information and to apply for this position, please visit our [website](#).

If you have any questions about the role, application process or life at Kings', please do get in touch to 01962 861 161 or recruit@kings-winchester.hants.sch.uk

Closing Date: Midday Monday 11th December 2023

Interview Date: To be confirmed

We review applications as they are submitted and reserve the right to close this advert and/or interview at any time, therefore, we would encourage you to apply as soon as possible if you are interested in this role.





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Kings' School mission and values

At Kings' we are proud of our ambition to achieve excellence in everything that we do. Our aim is simple, we want to provide all pupils with:

- Inspiring Futures
- Exceptional Character
- Academic Excellence

Our school motto, *Una Laborantes* (*working together*) exemplifies our beliefs and behaviours. At Kings' our aims drive all that we do and as a result we endeavour for our teachers to enjoy impeccable behaviour in lessons with respectful, hardworking and highly motivated pupils. We are a genuinely comprehensive school that is working to provide a knowledge-rich education for pupils of all backgrounds. The role of receptionist is essential to the everyday running of the school.

Our values are at the heart of our school culture. They underpin our mission, that we are *Working Together to Achieve Inspiring Futures, Exceptional Character, and Academic Excellence*. Our school values are to:

- Discover brilliance in everyone
- Have unlimited ambition
- Earn success
- Be kind, be humble, and have integrity
- Make a difference

These values are not just the values and aims that we have for our pupils, we have the same goals for our staff. We want to invest in you and ensure that Kings' is a centre of excellence for teaching and learning, where all staff thrive because we keep teaching at the heart of all we do. To join us and contribute to this exciting journey, you need to be excited by these three questions:

- Do you want to be part of a team where you will help make a lasting impact on our pupils, develop strength of character, and help them to fulfil all they can be in the future?
- Do you want to work in a school that values knowledge and ensures that pupils achieve excellent outcomes; a school that ensures that all our pupils are taught the cultural and social capital that enables them to succeed in the world?
- Do you want to work in a school that prioritises your professional development because we know that great people are the key to all our pupils having inspiring futures?

Kings' is highly ambitious with a continuous drive to be even better. We know that it is the staff in the school that make the difference.





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Job Description

Job purpose, including main duties and responsibilities:

- To resolve raised tickets effectively, in good time and with details of what is being done to resolve the issue/problem.
- Maintain school MFDs and printers, routine checks for toner (waste) levels and paper.
- To collect empty toner and liaise with our approved recycling provider.
- To maintain a stock level of MFD staples.
- To ensure computers / laptops are operational and functional, checking for missing keyboards/mice, any damaged equipment.
- To assist in the set-up, configuration and installation of new IT equipment.
- To maintain classroom audio setups, interactive display screens and laptop docking stations.
- To manage the daily loaning out of IT equipment to staff and students, such as student loan laptops and recording these loans.
- To assist staff and students with password resets.
- To assist staff and students with any online resource access.
- To maintain and update the IT asset register and apply school asset tags to any new IT equipment.
- To maintain our stock level of peripherals, such as keyboards, mice and headphones.
- To assist with hall assemblies where projector and sound setup is required.
- To arrange collection of end-of-life IT equipment with our approved recycling provider.
- To maintain several laptop trolleys located around the school and ensure these are being charged correctly.





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Person Specification

A Qualifications	
Good educational background, at least 5 GCSEs Grade A-C or equivalent.	A/I
Evidence of Continuous Professional Development.	A/I
B Knowledge and Experience	
Experience of working in an IT support role, desirable but not essential	A/I/R
Knowledge of IT issues.	A/I/R
Experience of using Microsoft Operating Systems and Office packages including Office 365 or equivalent cloud-based platforms, School MIS Systems, databases, and web technologies.	A/I/R
A keen interest in emerging technologies.	A/I/R
Evidence of an understanding of safeguarding within schools.	A/I
C Personal Qualities	
Demonstrate personal and professional integrity, including modelling the school's mission and values.	A/I/R
Ability to work flexibly and outside school hours if the need arises.	A/I
Efficient and effective organisational skills.	A/I
Excellent customer service skills and ability to respond quickly as circumstances dictate.	A/I
D Confidential Reference	
Positive recommendation from all referees, including current employer	R

A = application

I = interview

R = reference

Thank you for taking the time to read this information and for considering Kings' School in the next stage of your career. If our mission, values and ethos excite you, please do [visit](#) the school website or contact us to find out more about our school, the role, life in Winchester and how to apply.

