



# KINGS'

SCHOOL • WINCHESTER

Dear Applicant,

At Kings' we are proud of our ambition to achieve excellence in everything that we do. Our mission is simple, we aim 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 values drive all that we do and as a result we aim for all staff to enjoy impeccable behaviour 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 IT Services Technician provides an exceptional and invaluable service to the school.

We have the same ambitions for our staff. We want to invest in you and ensure that Kings' is a centre of excellence for teaching and learning, where teachers and support staff thrive because we keep learning 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.

The successful candidate will:

- 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
- Be someone who is totally aligned with our values and mission. If you are the type of person who fits with our culture, you will love working here.





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**Job title: IT Services Technician**

**Required: January 2024**

**Location: Kings' School, Winchester**

**Salary: Grade D £25628.00 - £28326.00**

**Hours: 37 hours, 52 weeks**

We are looking for an enthusiastic and reliable IT Services Technician to join our excellent School IT Services team. You will assist the IT Services Manager with the administration and management of the school's IT service delivery and the delivery of timely IT support.

Kings' is an exciting and rewarding place to work: our pupils are keen to learn and succeed; they appreciate the support and dedication of the whole school. You will have a passion for supporting our teachers and in turn the learning of our pupils, and a desire to play a central role in our school mission: inspiring futures, exceptional character, and academic excellence.

This is an exciting opportunity for motivated and highly organised individual wishing to join an extremely effective and supportive department; and to contribute to the ongoing growth of Kings' as the school continues to flourish.

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

Please submit your application to, [recruit@kings-winchester.hants.sch.uk](mailto:recruit@kings-winchester.hants.sch.uk)

**Closing Date: Midday, Friday 01 December 2023**

**Interview Date: Week commencing 4<sup>th</sup> December 2023**

*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' 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.***

We are reminded of our vision by our motto, ***Una Laborantes*** (Working Together), and our core values - developed and agreed by the Kings' community of pupils, staff, parents, and carers - help to guide every child, employee, and volunteer towards attaining that goal.

These values act as our inspiration and navigation in our learning, our work, and our life at school as we work together for our pupil's personal growth and future academic success.

Our school values are to:

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

<b>A Qualifications</b>	
Good educational background, at least 5 GCSEs Grade A-C or equivalent.	A/I
Evidence of Continuous Professional Development.	A/I
<b>B Knowledge and Experience</b>	
Experience of working in an IT support role.	A/I/R
Knowledge and understanding of hardware, software, networking and ICT security in an educational environment.	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 good understanding of the latest software operating systems and emerging technologies.	A/I/R
Knowledge of software and network integrity and security.	A/I/R
Evidence of an understanding of safeguarding within schools.	A/I
<b>C Personal Qualities</b>	
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
<b>D Confidential Reference</b>	
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.

