



## KING EDWARD VI HIGH SCHOOL FOR GIRLS

### Senior IT Technician

This is an exceptional opportunity to work at one of the UK's leading and most prestigious independent schools in the country. KEHS is a school synonymous with intellectual ambition, rich in extra-curricular activity and proactive pastoral support, providing an outstanding education for able girls who relish original ideas and new challenges.

We are looking for a Senior IT Technician to help support and develop the school's digital provision. Over the past three years, KEHS has embarked on a remarkable transformation of its digital landscape. A wide range of new technology has been seamlessly integrated across the school, providing an unparalleled opportunity to experience some of the latest innovations available in the educational sector today.

Confident in your abilities and equipped with interpersonal skills that complement your technical expertise, you will thrive in this role, gaining in-depth experience with a diverse range of the latest technologies. This opportunity is ideal for someone with a genuine passion for IT, a proactive enthusiasm for innovation, and exceptional organisational and communication skills.

#### Job Description

The Senior IT Technician is required to:

- Provide exceptional 1<sup>st</sup> and 2<sup>nd</sup> line support to all users of the school, including staff, students, and visitors - ensuring a clear log of communication is maintained via the IT helpdesk.
- Contribute to the smooth operation of all digital systems within the school, including working alongside the IT Manager to continually develop the digital provision.
- To effectively diagnose and resolve a range of different technical challenges.
- Provide training, advice, and support to departments users, ensuring the IT provision meets their needs.
- Assist the IT manager with full cycle project management including initiation, planning execution and closure
- Ensure system documentation is kept up to date for all IT systems under their remit.
- To ensure system changes are planned, managed, announced and recorded appropriately.
- Work collaboratively with the IT team at King Edward's School, of whom we share our campus with. This will include day-to-day operational and project-based work.
- Collaborate with any other members of the digital team within the King Edward VI Foundation and King Edward VI Academy trust. Representing, where necessary, the independent schools in any decision-making changes.
- Deputise for the IT manager in their absence.

#### Technical responsibilities

- Maintain and develop the schools' digital services, with a strong focus on Microsoft 365, Hybrid Azure and Windows 11.
- Contribute to the management, ongoing maintenance (including ordering of consumables) and enhancement of any form of digital technology used within the school including (but not limited to) printers, photocopiers, VOIP, Access Control, digital signage, IP Audio Systems, and audio-

visual setups.

- Understand network operations to be able to expand the digital operations and administer the systems which are in use.
- Manage the full lifecycle of devices, from procurement to delivery to the end user.
- Manage the configuration and installation of new software onto the network and to maintain existing installations.
- Assist with the delivery of digital examinations, including developing and provisioning the exam environment to meet the exam board guidelines.
- Alongside the IT Manager, manage and test the school's backup and disaster recovery solutions, ensuring the solutions meet the NCSC and DFE guidelines.
- Liaise with external organisations such as hardware and software vendors, support companies and other educational institutions regarding the operations and maintenance of server, desktop, and mobile systems

### Administration responsibilities

- Where necessary, assist with the setup of assemblies, meetings, and other events where technology is used.
- Maintain the asset management system, ensuring devices are registered appropriately
- Procure hardware and services as directed to meet the business needs of the school, including raising purchase orders and processing invoices for the department.
- Assist the IT Manager with obtaining quotes for capital works
- Manage the collection of redundant IT and their waste management

As a term of your employment, you will be required to undertake such duties as may be required of you, commensurate with your grade, as requested by your line manager, the Bursar or the Principal.

The role requires some element of manual handling and may, on rare occasions, involve the postholder having to work overtime. This will be agreed in advance with your line manager.

### General Requirements

All school staff are expected to:

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan
- Support and contribute to the schools' responsibility for safeguarding students
- Work within the schools' Health and Safety Policy to ensure a safe working environment for staff, students and visitors.
- Work within the Foundation's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues
- Engage actively in the performance review process
- Undertake other reasonable duties related to the job purpose required from time to time

### Terms and Conditions

**Salary:** £32,244 – £34,174 dependent on experience

**Hours:** 37 hours per week, all year round\* (Monday to Thursday 8.00am to 4.00pm and Friday 8.00am to 3:30pm with a 30-minute unpaid break every day)

*\* a term-time "plus" working pattern may be possible for the right candidate*

**Holiday:** 22 days holiday per year, with an additional 4 concessionary days and 8 bank holidays

**Benefits:** Defined contribution pension scheme; free lunch provided in term time; free parking; up to 60% school fees discount at King Edward VI High School for Girls and King Edward's School (*subject to meeting admissions criteria*) and access to gym facilities

## Person Specification

The ideal candidate will be required to show evidence of the following essential and desirable skills and qualities:

IT Skills (assessed in application, skills test and at interview)	Essential	Desirable
Be technically experienced and knowledgeable with Microsoft 365 services, including Entra ID, Intune, Exchange and Teams	✓	
Experience using Azure services, including Azure Virtual Desktop		✓
Experience of using and administrating Windows 11 and Windows Server, including virtualization technologies.	✓	
Good understanding of network infrastructure including Subnets, VLANs, Switching and Wireless Access solutions	✓	
Scripting knowledge, including PowerShell and Command line		✓
Understanding of Firewall and Filtering solutions	✓	
Understanding of Cyber Security Solutions such as Microsoft Sentinel and Microsoft Defender		✓
Knowledge and understanding of various types of Audio-Visual Solutions		✓
Experience of troubleshooting hardware and software	✓	

Other Skills and Abilities (assessed in application, skills test and at interview)	Essential	Desirable
The ability to communicate effectively and appropriately; by telephone or in writing, and with a variety of audiences	✓	
Excellent customer service skills, with a 'people and service' ethic	✓	
The ability to work as part of a team or independently, fostering good relationships and showing initiative	✓	
Excellent attention to detail, with a meticulous and methodical approach	✓	

The ability to analyse and reflect on and improve processes		✓
The ability to keep calm under pressure, using own initiative to solve problems	✓	

<b>Qualifications</b> (assessed in application)	<b>Essential</b>	<b>Desirable</b>
At least four GCSEs grade A*-C (or equivalent)	✓	
Educated to A-level or equivalent	✓	
Educated to degree level or equivalent		✓

<b>Experience</b> (assessed in application)	<b>Essential</b>	<b>Desirable</b>
Experience of IT in an educational context		✓

<b>Attitudes</b> (assessed at interview)	<b>Essential</b>	<b>Desirable</b>
A professional attitude to work, being punctual, smart in appearance and carrying out the role with enthusiasm	✓	
A whole school community attitude to work, acknowledging the role of all employees in safeguarding children, providing equal opportunities for all, and aligning with the aims, ethos, and values of the school.	✓	

### **How to apply**

To apply for this role, forward a completed application form (available for download at: <https://kehs.org.uk/about-us/work-with-us/>) and a covering letter addressed to the David Wilson, IT Manager, outlining why you feel that your skills and experience would equip you to take on this role, by email to: [recruitment@keschools.org.uk](mailto:recruitment@keschools.org.uk)

The deadline for applications is **8am Monday 25<sup>th</sup> November**

Interviews will provisionally take place on **Friday 29<sup>th</sup> November**

If you have any queries about the role or would like to discuss it in more detail, please contact us on [recruitment@keschools.org.uk](mailto:recruitment@keschools.org.uk)

*King Edward VI High School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants invited to interview will be required to provide proof of identity, preferably a birth certificate, although where this is not available, we will accept other forms of ID. Online searches will also be carried out for all shortlisted candidates, as required by Keeping Children Safe in Education. Successful candidates will be required to undergo an enhanced DBS check and other pre-employment checks. A copy of the School's Recruitment, Selection and Disclosure Policy is available on the website.*