

# ROYAL GRAMMAR SCHOOL

Amersham Road, High Wycombe, HP13 6QT

01494 524955

[www.rgshw.com](http://www.rgshw.com)



## IT Technician

(junior role)

**term time / full time**

Applications should be made to the Finance and Resources Director, Mr Chris Hall, by Monday 19 November by email ([dmc@rgshw.com](mailto:dmc@rgshw.com)) or post. Along with the completed application form, please include a letter of application and a current curriculum vitae, which should include the names, addresses, telephone numbers and email addresses of 2 referees.

If you have not heard from us within three weeks of the deadline, please assume that your application was unsuccessful. In which case we thank you for applying and wish you well in your future career.

The RGS is committed to promoting the safety and welfare of all pupils. Appointment is conditional upon at least two satisfactory references. All staff are required, before taking up post, to undertake an enhanced criminal record check through DBS.

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## IT Technician

### Person specification:

We are looking for someone who is positive, with a flexible, 'can do' attitude and the ability to work, at times, under pressure. The applicant should be a team player, with an optimistic, cheerful outlook, have excellent attention to detail.

**Line Manager:** IT Manager

**Direct Reports:** None

### Salary/remuneration package:

- Salary Range: Point 9 - 12
  - o Full time: £17,264 - £19,482
  - o Term time: £14,840 - £16,747
- Appointments will be made in the range according to qualifications, experience and skills.

### Working Hours:

- 37 hours per week – half hour to be taken for lunch (unpaid)
- 08:00 – 16:00 (although actual hours can be discussed at interview)

### Full time/term time

- We would consider applications for term time (plus three weeks during the summer holiday) or full time.

### Purpose of the Role:

- Work as part of the IT Team to provide support, through an IT help desk and participate in the delivery of training and development opportunities to IT users access the School in timely and user friendly manner so that effective teaching, learning and administrative functions can be achieved to a high standard. Users include teachers, pupils, support staff, technician staff and managers. Assist in maintenance of the IT equipment, communications, payment and other systems, networks and security equipment so that they perform effectively.

*Training will be given where appropriate*



## Job Description

### IT Technician

**Accountable to:** IT Manager

#### As IT Technician:

- Provide Technical support and implement changes (in accordance with the change management procedures) on IT based systems operating in the school including the Paper-Cut printing credits, the VLE, ABTutor, Anti-Virus software, mobile system management and other systems in place or that maybe introduced.
- Participate in the delivery an effective IT help desk. This will include contributing to the development of on-line manuals so that users can effectively solve Level 1 queries.
- Support other appropriate Technician level staff across the school to respond effectively to Level 1 IT Support queries so that the IT help desk can focus on delivering effective responses to Level 2 IT queries
- Ensure that health and safety regulations, data and child protection policies associated with the post holder's area of activity are carried out and promote safe working practices at all times to all IT equipment and software users.
- Provide effective support to the teachers and the pupils using the mobile devices and the school's wireless Wi-Fi system.
- Maintain the IT documentation for the school's network which may be used for the disaster recovery purposes.
- Work as part of the team to maintain, repair and clean computers, laptops, printers and other IT equipment so that that they are in good working order; keeping a system of continuity and replacement and repairs and ensuring adequate spares are available including toner cartridges. Participate in maintenance and an audit and report issues that they can be resolved in a timely manner.
- Contribute to the PAT testing of all IT equipment including TC, audio and projection equipment and produce reports as required.
- Contribute to ensuring that teaching areas have IT equipment operating effectively and prepare IT suites in the school so that they are operational at the beginning of each teaching day and when being let by the school to external users and /or used for school events.
- Support contractors carrying out IT related work across the school.

***This job description is written at a specific time as is subject to change as the demands of the Governors and needs of the School change. The role requires flexibility and adaptability and the employees of the school need to be aware that they may be asked to perform tasks and be given responsibilities not detailed in this job description.***



## General Information

This is general information for all who apply for a post at RGS. Some of it will not be relevant to this post, but I trust that you will find it useful in forming a picture of the School.

### Support staff at RGS

Support staff at RGS provide a vital role in ensuring that the School not only runs smoothly but continues to develop. Whether joining one of the administration teams, being a technician, a support assistant, gap student, and working on the finances or around the extensive school estate, RGS welcomes colleagues from all backgrounds to bring an added dimension to our staff body. A range of roles exists from part time, term time only to full time and support staff have excellent opportunities to contribute towards school life. Although we do not ask our support staff to undertake teaching roles, we warmly encourage participate in school trips and co-curricular activities as identified above.

### Facilities at RGS

- All-weather sports facilities.
- Purpose-built language and music suites.
- The Rennie Mathematics Building with extensive, modern facilities
- Purpose-built Fraser Youens Boarding House for 70 boarders [Boarding video](#)

Computers are in extensive use throughout the school, and all teachers are given the use of a laptop and an iPad with appropriate training, supported by an effective wifi system.

Sports facilities, which have recently been upgraded, include 33 acres of playing fields, a 25 metre indoor heated Swimming Pool, Cricket nets, Eton Fives courts, a modern Fitness Suite, Sports Hall and Cricket Pavilion. The most recent acquisitions are a brand new, floodlit All-Weather Surface and a new rugby pitch.

### Salary and benefits at RGS

For the benefit of support staff the School participates in the Local Government Pension Scheme. Staff at RGS can participate in the Cycle to Work and childcare voucher schemes. All staff are entitled to free membership of the School's Fitness Suite. We are a mutually supportive team and endeavour to ensure that all staff have a healthy work / life balance.

### Common Room at RGS

The Common Room exists as a formally constituted body of the teaching and support staff within the School. The committee consists of a Chairman, Treasurer and Secretary. The Common Room provides a cohesive, stimulating and enjoyable environment and a variety of social functions are organised throughout the year.

The Common Room is well equipped and includes tea and coffee making facilities, provided free of charge to all staff, a lounge, kitchen area and staff shower rooms. The Common Room subscribes to a range of national and local newspapers and journals. On a day-to-day basis, the Common Room acts as an important facility for staff to meet socially, collect mail and circulars, share information with others and relax!

## Appointment

The Royal Grammar School is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to:

- the obtaining of an enhanced DBS clearance;
- confirmation of your eligibility to work in the UK;
- view of original degree and teaching certificates;
- receipt of two satisfactory references.

The School is an equal opportunities employer and a non-smoking establishment.

## High Wycombe

The Royal Grammar School is about one mile from the centre of High Wycombe, which has a large shopping centre, several out-of-town shopping areas, a theatre and two multiplex cinemas. A new sports centre with a 50m competition pool and large Waitrose, next to the M40. High Wycombe is 25 minutes from London Marylebone on a fast train, the station being 10 minutes' walk from the school. The town is well-served by cultural and sporting activities.

There is little housing in the town itself (other than flats) though within a short distance the suburbs, with a range of housing stock, commence in all directions. High Wycombe is surrounded by attractive villages, which offer a range of housing from idyllic cottages to large detached properties in the countryside. The town of Marlow, an attractive riverside market town, is a few minutes' drive and Oxford is easily reached via the M40 or the new railway link.

Buckinghamshire is renowned for its schools with a range of excellent state primary schools, prep schools, grammar schools and non-selective secondary schools.

It is difficult to encapsulate the spirit of RGS in words, but suffice it to say that all who work here regard it as a very special school indeed. Alongside a commitment to excellence is the sense of belonging to an exceptionally friendly community, where there is always genuine support for colleagues. To see the full range of activities undertaken at the school, we would encourage you to visit our website ([www.rgshw.com](http://www.rgshw.com)).

## How to find us:

Amersham Road, High Wycombe, HP13 6TQ

**By road:** If travelling from the M40, leave at Junction 4. Follow signs for A404. RGS is situated at a set of traffic lights on the left hand side at the top of the Amersham Hill.

**By rail:** High Wycombe Train Station is situated on the Amersham Road and is 20 minute walk (uphill).

