



The Beacon

Independent Prep School for boys aged 3-13
Amersham, Buckinghamshire

Senior IT Technician

Full-time

February/March 2024



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Website:	www.beaconschool.co.uk

The School is committed to safeguarding and promoting the welfare of children. Applicants must be prepared to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service.

The Beacon is an equal opportunities employer.

Registered in England No. 01067862. Registered Charity No. 309911.



From Nick Baker

Headmaster



Dear Applicant,

Thank you for your interest in the position of **Senior IT Technician** at The Beacon.

We are looking for an enthusiastic individual with a passion for technology to join our on-site IT Team in providing high quality first and second line technical support for all staff and students at The Beacon. This is a key role aiding the daily delivery of all technical support activities and assisting the IT Manager and IT Team Supervisor with the operation, maintenance and development of all IT infrastructure, systems and services as required.

The successful candidate will have excellent communication and organisation skills, being capable of managing several simultaneous tasks and working effectively to meet targets and deadlines. Excellent all-round technical skills and the ability to problem solve and learn new skills independently are essential to the role. Experience of a similar role would be an advantage.

The Beacon is a large prep school for boys aged between 3 and 13, with superb facilities and resources that support a forward-looking educational environment. The school occupies an 18-acre site in Chesham Bois/Amersham and is accessible by Chiltern Railways and Met Line.

The successful candidate will ideally have a degree or equivalent qualification in a Computer Science related subject. Patience, dependability, and the ability to work effectively in a team are also essential.

To give you a flavour of life at The Beacon please take a look around our website www.beaconschool.co.uk. You will find our Safeguarding and Child Protection Policy on the Vacancies page and other useful policies on the website too.

The Beacon is a remarkable school, and we seek remarkable people. I look forward to hearing from you.

Nick Baker

Headmaster

IMPORTANT NOTE:

- *The school is committed to safeguarding and promoting the welfare of children. Safeguarding checks will be undertaken in accordance with School policy*
- *The safeguarding responsibilities of the post can be found in the job description and person specification in this recruitment pack. The post is exempt from the Rehabilitation of Offenders Act 1974*



Professional Standards

The Following is our 'Circle of Success'. It is this which makes The Beacon a special place to be educated and work at. All our staff live and breathe by the professional principles below. If these resonate with you, you would definitely enjoy working at our School.





The Role and Job Description

Job Title: Senior IT Technician

Hours: Full-time, 5 days a week (40 hours per week)

Primary Responsibilities

- To contribute to the smooth operation of the IT Team and all school systems, including core IT, CCTV, access control, telephony, etc.
- To provide 1st/2nd line support for all school systems and users, and help manage the IT helpdesk queue, ensuring SLA's are met.
- To effectively diagnose and triage problems and escalate or delegate appropriately.
- To assist, as directed, with the maintenance of all School IT infrastructure and services.
- To implement projects as directed.
- To ensure system documentation is kept and up to date for all IT systems under their remit.
- To ensure system changes are planned, managed, announced and recorded appropriately.
- In all areas of school life, staff are expected to lead by example and demonstrate and uphold the values that we wish the boys to learn.
- Any other duties that the School might require commensurate with the post.

Safeguarding

Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact; following the School's safeguarding policy at all times and using the internal systems/contacting the DSL for monitoring safeguarding, wellbeing and pastoral issues

Note:

- The role may bring you into regular contact with children and as such a level of responsibility for children. The role constitutes regulated activity with children.
- In the role, you may also be required to undertake such other duties as the Head reasonably requires from time to time.



Person specification

	Essential	Desirable
Qualifications		Degree or equivalent qualification in a Computer Science related subject.
Experience	IT support experience	<ul style="list-style-type: none"> • Computer equipment repair, hardware installation and maintenance • Office • Windows • Wired and wireless networking <p>(Note: it is not essential to have worked in the independent sector)</p>
Other	<ul style="list-style-type: none"> • Confident • Excellent interpersonal and communication skills • Excellent attention to detail • Strong commitment to quality • Willingness to be "hands-on" • Empathetic – able to see things from other's points of view and pre-empt concerns • Self-motivated • Able to quickly settle into new environments • Drive, commitment and enthusiasm • Friendly and approachable • Ability to remain calm and professional in all situations • Excellent role model • Patience, dependability, and the ability to work effectively in a team • Highly professional with positive outlook • Team player 	



The Process

The school is committed to safeguarding and promoting the welfare of children.

All applicants must be prepared to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service. The Beacon is an equal opportunities employer. References will be required and any relevant issues arising from such will be taken up at interview or a suitable point during the process.

Candidates who have a disability or any other special requirements should let the school know if there are any reasonable adjustments they would like the school to make as part of this recruitment process.

There is a requirement to complete the school's Application Form which can be downloaded from the website. Please send a copy of your completed Application Form and covering letter to recruitment@beaconschool.co.uk

The closing date for receipt of applications is **Sunday 18 February 2024** and interviews will be held the following week.

We would encourage you to submit your application early as we reserve the right to close vacancies earlier than the deadline – if, for example, we receive a number of applications of interest early on.

(Please note that whilst an interview is to be used as the primary feature of the selection process, if invited for interview you will be advised as to whether any additional selection methods will be required to supplement the interview. This may include a lesson, presentation and/or other task. Whatever methods are chosen, the panel will use these to assess the merits of each candidate against the job and person specification).

