



NORTHAMPTON
HIGH SCHOOL

GDST
GIRLS' DAY SCHOOL TRUST

IT Technician

Full year, part time: 25 hours per week
Salary FTE c. £20,000, pro rata c. £13,888
Required start date: Asap
Contract term: Permanent

The role:

We have an opportunity for a talented IT Technician to join our school. You would be delivering IT service solutions throughout the school and the main duties will include:

- Basic maintenance of IT consumables and hardware
- Assisting with maintaining an inventory of IT equipment
- Assisting with user facing support issues
- Assisting in the development and support of any outward facing resources
- Supporting with staff training when required (small groups or one to one support)
- Ensuring compliance with Health and Safety/GDPR practices and procedures at all times
- Assisting with administrative tasks for the IT Operations department
- Maintaining effective working relationships with pupils, colleagues and external stakeholders

The successful candidate will be customer focused with experience of working in an IT support environment, ideally within an Educational setting although not essential. You will have a strong technical understanding of IT systems and excellent analysis skills. You will be able to communicate effectively, working collaboratively across the entire school, managing your time well. You will also have an innovative and positive attitude with an interest in the latest trends in IT.

About the School:

Northampton High School, part of the Girls' Day School Trust (GDST), is an independent girls' day school with a reputation for academic excellence, strong pastoral care and a wide breadth of extra-curricular activity. We are proud to be at the forefront of education for girls and a strong voice in promoting opportunities for young women.

All members of staff are expected to promote

The GDST **Vision:**

to be pioneers in, and shapers of, the future of girls' education.

The GDST **Purpose:**

to help every girl fulfil her potential, and her dreams.

And the GDST **Values:**

We always put **Girls First**. We are **Fearless**. We are **Forward thinking**. We are a **Family of schools**.

Benefits:

As part of the GDST, the UK's leading network of independent girls' schools, we can offer a variety of benefits, such as:

- Competitive salaries and pay progression
- Access to extensive professional development opportunities
- Good transport links
- Training grants for qualifications
- Generous pension schemes
- Free life assurance benefit
- Lunches: free lunches are provided to all staff during term time
- A discount of up to 50% on fees for children at GDST schools
- Computer loans: interest free loans are available to staff to enable them to buy a computer for personal use at home or school
- A Cycle to Work scheme
- Competitive terms and conditions of employment

For further details and an application form, please see our website

<https://www.northamptonhigh.co.uk/about/our-team/join-our-team/>

Completed applications should be emailed to a.gates@nhs.gdst.net or sent to:

Mrs Anna Gates
HR Officer
Northampton High School
Newport Pagnell Road
Northampton
NN4 6UU

Applications should be submitted by **midday on Friday 18 October 2019** at the latest with interviews to be held week commencing 4 November 2019.

Northampton High School and the GDST are committed to Safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.