



PUTNEY  
HIGH SCHOOL

GDST

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# IT TECHNICIAN

Information for Applicants



## MESSAGE FROM THE HEAD

Thank you for your interest in Putney High School. This role is an opportunity to play a part in one of the UK's most successful schools. Based in Putney, we provide a forward thinking, modern and relevant education for over 1,000 girls aged 4-18.

As a school, we are an inclusive, innovative, intrepid and intellectual community and we encourage our students to think differently, to be outward looking and to stand up and use their voice. We are the largest of the GDST schools and our students achieve exceptional academic results. But we know that an education is more than that. Wellbeing is at the heart of our ethos.

Our facilities are superb, ranging from a large and bespoke Sixth Form Centre to the only girls' school boathouse at the start of the boatrace course, to a new Athena Centre for Science, Music, Drama and Debating.

With a focus on continued professional development, membership of leading membership organisations and a package of personal benefits provided by the GDST, this is an attractive opportunity for someone who is interested in joining an organisation which has been a leading voice in education for nearly 150 years.

As Headmistress, I can vouch for the positive spirit of our school community and for the sense of fun that pervades our corridors.

Suzie Longstaff  
Headmistress



# THE SCHOOL

As one of the UK's leading schools, Putney High School is academically high achieving, dynamic and down to earth.

Established in 1893, the school is set in leafy, tranquil grounds close to the heart of Putney and to the River Thames.

Wellbeing is central to the school's ethos along with a spirit of 'modern scholarship' which makes learning challenging, fun and relevant to the modern world.

We have been named nationally as a Top 5 School for Sport, have been awarded a Gold Medal at the RHS Chelsea Flower Show for our Biophilic Classrooms and have been shortlisted for the TES Independent School of the Year Award 2022 - such accolades all testament to the dynamic and innovative environment which we like to create.

Putney leavers go on to the finest institutions in the UK and abroad, including Oxbridge, Ivy League, Central Saint Martins and the Royal Academy of Music.

## OUR VALUES

At Putney High School we are:

**INNOVATIVE** - Forward-thinking in our approach to teaching and learning, ours is a culture that is modern, relevant and inspires the idea-makers of the future.

**INCLUSIVE**- We offer a holistic education that focusses on the individual and is outward looking - encouraging integrity, compassion, respect and social responsibility.

**INTREPID**- Interested and interesting, we are unafraid to stretch our wings and to blaze trails curious to explore and to challenge limits.

**INTELLECTUAL**- Scholarly in our approach to learning, we are creative in our thinking and bold in our ambitions.



# THE DEPARTMENT & THE ROLE

## THE IT TEAM

The IT team consists of the IT Operations Manager and four IT Technicians. Members of the IT Team work independently and manage their own tasks through the service desk, however collaboration, knowledge sharing, and discussion is a key part to this role.

The team is based in the IT Office in the Senior School but covers both the Junior and Seniors schools.

As an IT Technician your role is to act as the first point of contact for all requests, trouble shoot where necessary and organise your time by determining the issues priority.

As our reliance on IT grows so do the teams demands. The school consists of approximately 1200 users and over 500 computers and 1000 iPads. The computers run on Windows 10 and Office 2016. We have a Hyper-V virtualized server infrastructure and Enterprise WiFi is provided through the school. As part of the Girl's Day School Trust we are supported by the Central IT Team who provide central services such as internet, WAN connection, WiFi provision, Voice Over IP, remote access and technical support.

## IT TECHNICIAN

**From:**

September 2022

**Accountable to:**

IT Operations Manager

**Salary:**

Grade 2 - Support Staff band £23,115-£25,800  
Depending on experience

**Hours:**

36 hours per week all year round  
Normal working hours 8.30 - 4.30pm (Monday to Friday)

**Holidays:**

30 days to be taken during school holidays Plus 8 Bank Holidays



## THE PERSON

**The successful candidate will have the following key skills and attributes:**

### ESSENTIAL

A working knowledge of:

- Active Directory
- Group Policy Management
- Service 2008/2012/2016
- Office 2016
- Printers/MFD fixing common problems
  
- Able to work well in a team but be proactive and use their initiative when working individually
- Excellent communication skills with both staff and students
- The ability to maintain calm and work well under pressure

### DESIRABLE

- Experience setting up and maintaining AV equipment
- Previous use of SIMS or a School based management system
- Experience within a school or college environment
- MAC OSX
- IP Telephony
- Previous experience setting up and maintaining iPads
- TCP/IP
- Scripting



# JOB DESCRIPTION

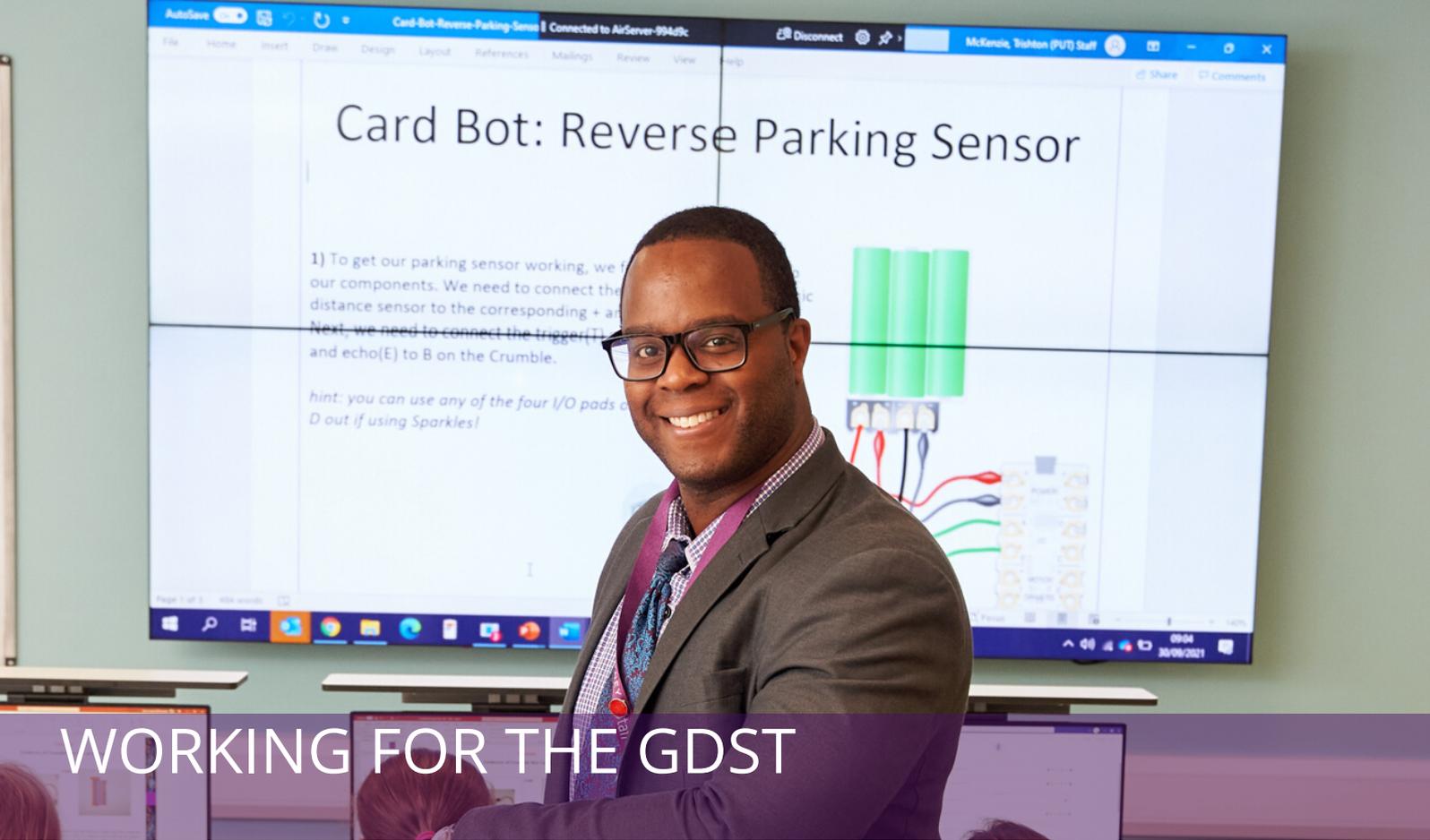
## RESPONSIBILITIES

### Main Duties

- Assist the IT Operations Manager with the operation of the network, including basic server administration ensuring the smooth running of the networks
- Monitor the helpdesk and ensure an efficient service to both staff and pupils
- Regularly check and maintain peripheral equipment such as scanners, printers, whiteboards, projectors to ensure that these are functioning and available to users
- Assist with the installation of new hardware and software, and provide instruction in its use. In the case of software to provide installation scripts for automated installation where appropriate
- Assist in documenting and testing all installations or alternations to hardware or software, and to ensure that the inventory is current at all times
- Ensure that all IT documentation is kept up to date at all times
- Provide technical IT support to whole school events such as exams, concerts and inset days.
- Assist in ensuring the regular backup of data and all error are checked daily, investigated and resolved
- Keep records of the usage of consumables and maintain inventories of equipment as required

### Other

- Assist in the technical development and maintenance of the school's website and Intranet
- Support in ordering materials and equipment



The school is part of the Girls Day School Trust, the UK's leading network of 25 independent girls' schools. As a member of the GDST, the largest network of its kind, Putney is able to share resources to offer students an education like no-other, and to connect staff within a supportive framework of like-minded educationalists.

As part of the GDST we can offer a variety of benefits:

- Competitive salaries and pay progression
- Access to extensive professional development opportunities
- Training grants for qualifications
- Generous pension schemes
- Free life assurance benefit
- A discount of up to 50% on fees for children at GDST schools
- Interest free loans for training, computer purchase loans and travel season ticket loans
- A Cycle to Work scheme
- Competitive terms and conditions of employments



# PUTNEY HIGH SCHOOL MAIN ENTRANCE

## HOW TO APPLY

**Please apply with an on-line application via the GDST website, [www.gdst.net](http://www.gdst.net)**

**With your online application, please attach a letter addressed to Mrs Suzie Longstaff, Headmistress.**

**NB. CVs are not accepted without a fully completed application form.**

**Closing Date: 8am Friday 26th August 2022**

**Interviews will take place on: 1st or 2nd September 2022**

Based on the application we may interview before the closing deadline.

Additional Information:

Any candidate wishing to seek additional information should contact:

Email: [recruitment@put.gdst.net](mailto:recruitment@put.gdst.net)

Tel: +44 (0)20 8788 4886

Candidates who are invited to interview will be required to bring original identification documents (e.g. passport) and if applicable proof of eligibility to work/reside in the UK as well as documents confirming educational and professional qualifications. A confirmation of your address within the last three months is also required.

Putney 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.

**At Putney High School, we embrace and celebrate difference. We are proud to be an equal opportunity employer and do not discriminate against any employee or applicant based on their age, disability, gender, marriage or civil partnership status, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. To ensure this all positions are subject to blind shortlisting.**



# PUTNEY HIGH SCHOOL

GDST

## Senior School

## Junior School



### Key:

- |    |  |    |  |    |   |
|----|--|----|--|----|---|
| 1  | Athens Centre for Science, Music, Drama and Debating | 7  | Hornfield: Offices and SEN Sports Hall   | 12 | Gallraith: English, Geography, Maths and Modern Foreign Languages |
| 2a | Performing Arts Centre                               | 8  | Classics, Sports Hall Viewing Gallery, FOPHS Fitness Centre                                | 13 | Junior School   |
| 2b | Cafeteria  | 9  | Lockley: Design Technology, Fitness & Conditioning Suite, Innovation Centre and ICT Suites | 14 | Putney Green  |
| 3  | Cromwell: Headmistress' Office, Main Reception       | 10 | Bluebell Stage   | 15 | Amphitheatre  |
| 4  | Senior Library                                       | 11 | History, RS & Textiles   | 16 | Adventure Playground  |
| 5  | Sixth Form Centre                                    | 12 | Homefield: English, Geography, Maths and Modern Foreign Languages                          | 17 | Wellbeing Pod   |
| 6  | Long Corridor: History, RS & Textiles                | 13 | Junior School  | 18 | Astro Athletics and Playing Field                                 |
|    |  | 14 | Putney Green   |    |   |
|    |  | 15 | Amphitheatre   |    |   |
|    |  | 16 | Adventure Playground   |    |   |
|    |  | 17 | Wellbeing Pod  |    |   |
|    |  | 18 | Astro Athletics and Playing Field  |    |   |