



Thomas's

Onsite IT Technician

To apply, please complete the application form and submit it with your CV and covering addressed to Ria Williams, HR and Recruitment Administrator

rwilliams@thomas-s.co.uk

thomas-s.co.uk



Onsite IT Technician

To start as soon as possible

Application Details

We are seeking a highly motivated and experienced individual to support our staff and pupils at Thomas's London Day Schools. You will manage all IT equipment, software and resources onsite and will support the IT team with project work, upgrades and changes across all sites. You will also support onboarding staff and pupils as well as training staff on systems. We value the importance of finding someone who has a passion for IT and assisting others.

To apply for this post please complete the school's application form [Click Here](#) and forward it together with your CV and covering letter to:

rwilliams@thomas-s.co.uk

Hours of Work:

0800 - 1700 Monday to Friday (full time). Some work outside these hours may be required.

Benefits:

6 weeks holiday plus bank holiday
Free daily lunch (term time only at school site)
Employee assistance programme.
Contributory pension scheme.

Applications considered upon receipt

Salary:

£26,000 - £31,000 depending on experience and qualifications

Closing Date:

Friday 29th March 2024

Start date:

ASAP

Thomas's London Day Schools are committed to safeguarding the welfare of children and young people and expect all staff to share this commitment and work in accordance with our child protection policies and procedures. All posts are subject to safeguarding checks, including an enhanced DBS check.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

The safeguarding responsibilities of the post as per the job description and personal specification.

For details of the checks which will be undertaken as part of our recruitment process, please see our Recruitment Policy which can be found here www.thomas-s.co.uk/policies/ under the 'Thomas's Policy' tab.

Welcome to Thomas's London Day Schools

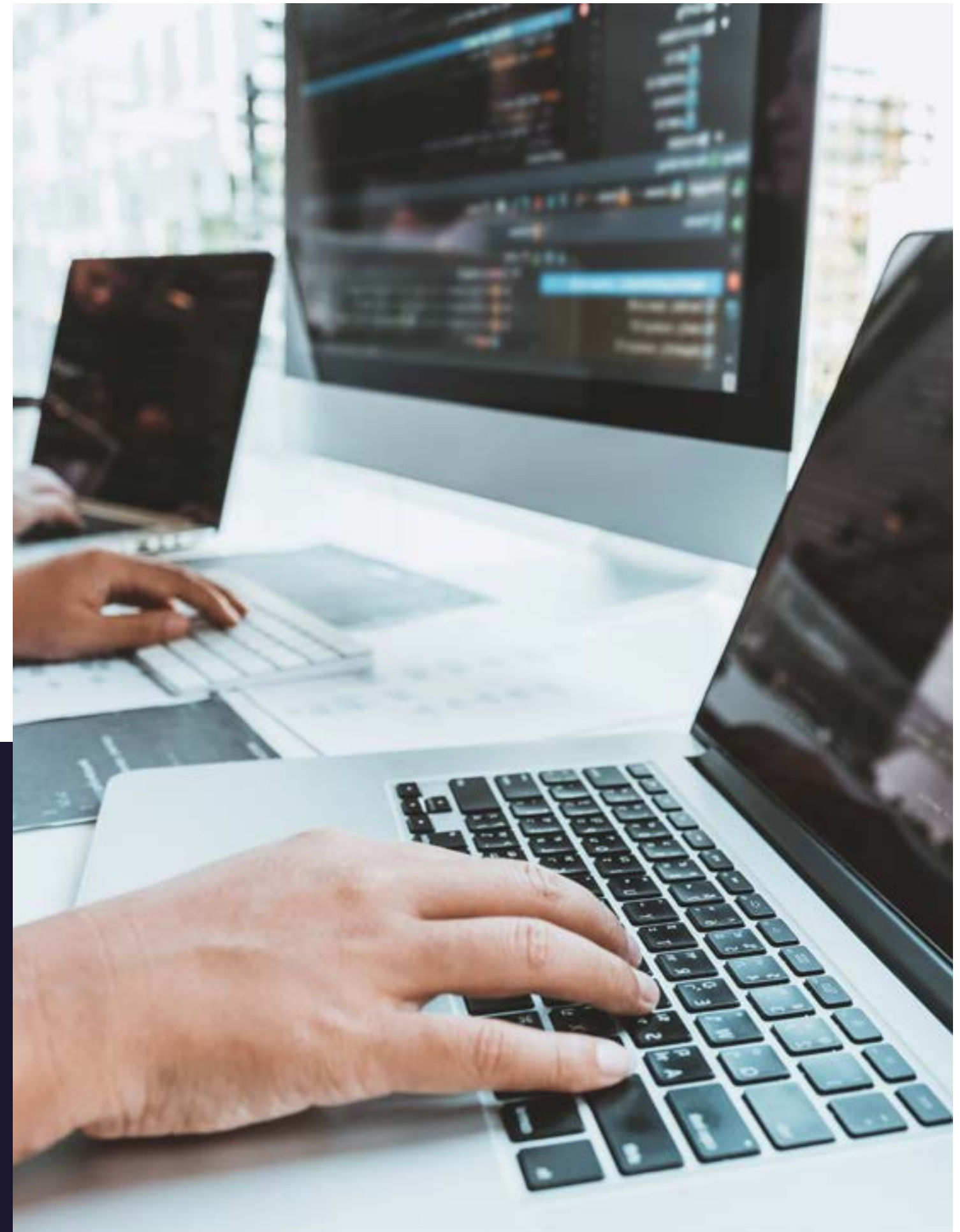
Thomas's London Day Schools (TLDS) is a group of independent schools in South West London comprising of one kindergarten and five schools. We are also about to embark on an exciting period of expansion following the acquisition of an exceptional site in Richmond to provide outstanding new premises for our co-educational secondary school. The new school, Thomas's College, will open in September 2025 and will offer a world-class secondary education to students aged 11-18.

TLDS employs over 700 staff who work in the individual schools and in a central office in London.

This role involves regular contact with children and falls within the category of regulated activity; therefore, the school will conduct safeguarding checks, including an enhanced DBS check and a barred list check. Should you receive any cautions or convictions whilst in our employment these must be reported immediately to your line manager.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and work in accordance with our child protection policies and procedures.

The post holder will have responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact and will be required to adhere to the school's policies at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the school's Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL) immediately.



Job Description / Person Specification for Onsite IT Technician

Key roles and responsibilities:

- Provide IT support to all staff and pupils, with some support to parents and the PTA.
- Manage all IT requests efficiently and effectively as the first point of contact on a helpdesk system, escalating requests appropriately.
- Manage IT stock ensuring stock levels are maintained.
- Manage and ensure IT assets on site are up to date and Maintained. Preventive maintenance using a checklist.
- Mobile Device Management - Pushing out apps, enrolling and setting up devices.
- Setting up and implementing new hardware, software and subscriptions.
- Maintain confidentiality at all times with sensitive data stored on Thomas's systems.
- Undertake internal or external training provided by the school where appropriate.
- Setting up equipment for exams, assemblies and events including live stream setups.
- Assist with major upgrades and changes to the IT environment during school holidays ensuring projects are completed with minimal disruption.
- Take responsibility for the upkeep of IT in the school and remain contactable during working hours.

Generic duties and responsibilities:

- To work in a manner that follows Thomas's health and safety policies protecting yourself and others.
- To be familiar and comply with Thomas's policies and procedures.
- To promptly report all safety hazards and unsafe working practices.
- To read and be familiar with the induction pack.
- To work in a cooperative, diplomatic and flexible manner.
- To foster and maintain good working relationships, acting as a courteous, friendly and business-like member of the school team.

The right candidate:

- Proven experience working in IT (A minimum of 1 year)
- Experience working in a school environment (Desirable)
- Demonstrable experience of IT best practices and governance in the workplace.
- Excellent communication skills and a strong understanding of the environment you are in.
- An approachable and well presented individual with the willingness to learn.

Our Values



Kindness



Courtesy



Honesty



Respect



Perseverance



Independence



Confidence



Leadership



Humility



**Givers,
Not Takers**

KINDNESS

We expect pupils at Thomas's to be kind; to be good friends to those around them, always on the lookout for those in need of a word of encouragement or a listening ear. We expect our pupils not just to tolerate but to celebrate difference including faith, beliefs and culture.

COURTESY

We expect our pupils to be unfailingly courteous and polite; to have regard for the needs of others; to be responsible for the impact of their behaviour on those around them; to stand back, holding the door open, to allow adults through; to be particularly aware of the very young and the very old; not to 'hog the pavement' on school trips; to say "please" and "thank you" without prompting.

HONESTY

We expect our pupils to be honest, to act with integrity at all times and to understand the rule of law.

RESPECT

We encourage all members of the community to respect themselves, each other, their learning environment

and the wider community; to respect the right of others to hold differing beliefs or views and to develop an awareness of individual liberty.

PERSEVERANCE

We would like our pupils to appreciate the importance of, and to show, perseverance; to acquire a 'growth mindset' by understanding that intelligence can be developed; to embrace challenges; to persist in the face of setbacks; to see effort as the path to mastery; to learn from criticism; to find lessons and inspiration in the success of others and, as a result, to reach ever-higher levels of achievement and a greater sense of free will.

INDEPENDENCE

We would like our pupils to become independent learners; to be responsible, organised and to manage their books and belongings effectively; to work hard; to be conscientious about their homework. In the classroom, we would like them not only to make valid contributions, but also to be good listeners, who respect and encourage the efforts of their peers. We hope that, as a result
OUR VALUES WHERE KINDNESS

COMES FIRST of their lessons at school, our pupils will begin to take responsibility for their own learning, reading around subjects that interest them, carrying out their own research and making full use of the many excellent resources available to them. As a result, we would like our pupils to gain a growing sense of enquiry and wonder about the world around them; about the vast body of knowledge and skills that has brought mankind to where we are today - and about how much there is still to learn.

CONFIDENCE

We expect our pupils to acquire self-knowledge by encountering both success and failure in an environment of support and encouragement, both at school and at home. Consequently, they should feel 'comfortable in their own skin', full of self-confidence and able to make their own judgements. We would like our pupils to be the best version of themselves that they can be, not a second-hand version of someone else.

LEADERSHIP

We aim to equip our pupils to lead by example; to be prepared to stand

out from the crowd; to be the first to respond to someone in need; to stand up for what they believe to be right; to risk making an unpopular decision, if they believe it to be for the greater good; to earn the trust and respect of others. We hope that our pupils will experience at an early age the opportunities and challenges of leadership.

HUMILITY

Notwithstanding their confidence, our pupils are expected to retain a sense of humility; to be conscious of the advantages they enjoy and to be grateful for them. We hope that all our pupils will acquire a sense of the eternal and that this will inform their perspective of their place in the world.

GIVERS, NOT TAKERS

Above all, we would like our pupils to be givers, not takers; to show generosity of spirit; to use their skills and talents first for the benefit of others. We hope that Thomas's pupils will leave their school with a strong sense of social responsibility, set on a path to become net contributors to society and to flourish as successful, conscientious and caring citizens of the world.



**Be Kind
Be Thomas's**