



SOMERHILL

YARDLEY COURT
BOYS 7-13 YEAR OLD

SOMERHILL PRE PREP
GIRLS & BOYS 3-7 YEAR OLD

DERWENT LODGE
GIRLS 7-11 YEAR OLD

IT Technician *Recruitment Pack*

Employment Status

Full time

Required From

As Soon As Possible

Interview Date

As Soon As Possible

Somerhill, Tonbridge, Kent, TN11 0NJ | 01732 352124 | www.somerhill.org



ABOUT US

A Message from the Principal – Duncan Sinclair

Ours is a very special school with a unique structure in this part of the world. We have a coeducational pre-prep of 200 boys and girls aged 3-7. At the end of Year Two, in the same way as for 'diamond model' schools, our girls join Derwent Lodge, (136 girls Year 3 to 6) and the boys join Yardley Court (250 boys Year 3 to 8). Our pupils are therefore taught in single sex classes from the age of seven but very much in a coeducational setting. More details can be found on our website: www.somerhill.org

The school is based in a stunning Jacobean mansion set in 150 acres of beautiful parkland. You will be hard-pressed to find a more glorious setting for a school! Somerhill is an estate just to the South of Tonbridge and is readily accessed by a slip road off the A21. We have excellent facilities including a multi-purpose sports hall, Astroturf, new dining hall and indoor swimming pool complex and Music School built in 2014.

Ours is a mixed ability school. We have very bright and capable pupils, some of whom will go on to win scholarships at academic schools such as Tonbridge and Sevenoaks at 11+/13+. We also find boys and girls who find aspects to their learning more challenging and currently approximately 60+ pupils receive some measure of additional support.

That said, many of our pupils will move on to independent secondary schools which, for the boys includes the likes of Tonbridge, Sevenoaks, Bedes, Sutton Valance and Eastbourne College. Derwent Lodge girls commonly move on to Sevenoaks, Kent College, Walthamstow Hall, Mayfield and Benenden.

Whilst Somerhill have some 600 pupils, the division into three separate schools means that each school is able to tailor its teaching to best suit the children within it. Parents feel that they have the best of both worlds with small care and linked pupil/teacher ratios but with larger school facilities and social opportunities. They are very supportive of the idea behind a co-educational pre-prep leading to single sex prep schools, but within a mixed gender environment

THE AIMS OF THE SCHOOL

At Somerhill, we set out to help each pupil achieve their best possible all-round development. Children discover themselves and develop their talents here, with the wholehearted support of our caring community.

Taking a holistic approach to education, we nurture academic, personal, spiritual, social, and moral growth, enabling our pupils to become confident, curious, resilient individuals going out into the world.

We encourage our pupils to work hard and take pride in their achievements, to think independently, to face up to challenges, to accept responsibility, to develop a broad range of skills and interests, and to show concern for others and the environment. To put it simply: we grow amazing people.

Somerhill Pre-Prep is our Section for 2 to 7-year-old girls and boys.

“High quality education in a happy environment. Teaching enables pupils of all abilities to make progress. It promotes exploration and independent learning and gives pupils confidence in their abilities.”

Independent Schools Inspectorate

Derwent Lodge is our Preparatory Section for 7 to 11-year-old girls.

“Excellent standards in lessons, in the scholarships and places gained at senior Schools. Girls work together exceptionally well and show considerable imagination, independence of thought and flair.”

Independent Schools Inspectorate

Yardley Court is our Preparatory Section for 7 to 13-year-old boys.

“Pupils thrive in the atmosphere of hard work, enjoyment and effort. Their attitude to their work is excellent and they take pride in their achievements and the success of others.” Independent Schools Inspectorate

THE DEPARTMENT

Somerhill is a unique challenge for IT, working in a Grade I listed building while demanding up-to-date services and infrastructure. The IT team, which is made up of the IT Manager, 1 Senior IT Technician and 1 IT Technician, provide support across all three schools as well as to the Estates and Admin teams. The department maintain the physical network, hardware, Cloud services (M365 mostly), Management Information Systems (iSAMS), CCTV, telephones and printing solution. The team run a service desk for users and ensure the smooth and secure operation of the network, giving staff and pupils access to the data and services they need.

Beyond the day to day running, the department continuously reviews the School’s systems in order to provide the best possible quality of service for all users.

IT Services is part of the Administration team, run by the IT Manager who reports to the Bursar.

JOB DESCRIPTION

Post: IT Technician
Accountable to: IT Manager
Supervised by: Senior IT Technician

- To provide prioritised 1st line technical support.
- Provide training and advice as required across the School to all staff.
- Maintain the School's printer fleet, including replacing toners, checking stock levels and arranging engineer visits.
- Maintenance of the School's AV equipment.
- Record accurately and prioritise IT support requests, progress, and outcomes in the Helpdesk system.
- To install and test new IT equipment, including hardware, peripherals, and software according to manufacturer instructions.
- To assist in the monitoring of system performance.
- Diagnose and resolve software and hardware faults (including peripherals), and perform regular checks, maintenance repairs and upgrades as required.
- To contribute to the work of the team under supervision, in the delivery of support as required.
- To administer and monitor basic Health and Safety and audit checks including warranties and licences.
- Undertake monitoring, inventory and documentation of departmental stock and equipment as directed.
- Work as part of the wider IT team to develop ideas and processes to ensure the security and integrity of the IT systems are maintained.
- To liaise 3rd party companies for support with issues.
- To undertake available training opportunities and demonstrate a commitment to continuous development.
- To perform such other tasks as may reasonably be required by the IT Manager, Senior IT Technician or a member of SLT.
- To carry out the above duties in accordance with the School's policies.

PERSON SPECIFICATION

	Essential	Desirable
Education & Qualifications		<ul style="list-style-type: none"> • Relevant IT qualification or equivalent IT experience
Knowledge & Experience	<ul style="list-style-type: none"> • Basic IT Skills • Knowledge of Microsoft Windows and Office. 	<ul style="list-style-type: none"> • Knowledge of PC hardware • Experience of providing IT support within a customer focussed setting • Experience of working in a school-based environment. • Basic understanding of Networks, Networking technologies and Active directory • Basic understanding of M365 or Google GSuite for Education
Skills and Abilities	<ul style="list-style-type: none"> • Good communication skills and telephone manner • Good inter-personal skills including tact and sensitivity • able to simplify technical jargon • Customer focused • Commitment to work as a positive and constructive team member and meet deadlines • Analytical thinker, act on your own initiative and prioritise your own workload • Basic troubleshooting abilities. • Flexible 	<ul style="list-style-type: none"> • Basic programming abilities and understanding • Multi-task effectively • Logically troubleshoot problems

Salary

In the region of £20,000, depending on experience

Working pattern: Full time, 52 weeks p/a

Hours of work: 40 paid hours per week with an unpaid hour for lunch, 8am - 5pm

Holiday: 20 days plus bank holidays

Benefits:

- Free School lunch provided each term time day in the School Dining Hall
- Free onsite parking
- CPD training will be supported in this role
- Defined Contribution Pension Scheme
- Group Life Cover

Due to the current pandemic, we will not be able to offer tours of the School prior to interview. However, a tour will form part of the interview process. Our website provides a lot of information about us including a virtual tour which can be found at - <https://spark.adobe.com/page/L9h26hG8ZEeOw/>

Format of Applications

Interested candidates are asked to submit their application to our HR Manager, Jess May (recruitment@somerhill.org).

Applications will only be accepted via the official Somerhill Application Form which can be downloaded here: [Somerhill Application Form](#).

Child Protection

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are always required to adhere to and ensure compliance with the School's Safeguarding Policy Statement. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must immediately report their concerns to the Designated Safeguarding Lead.

Offer Conditions

Somerhill is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be offered the role conditionally, subject to the satisfactory completion of a number of background checks including but not limited to: an enhanced DBS check with Children's Barred list check, the taking up and verification of references, the verification of career history and medical fitness to undertake the role. The complete list of required checks will be provided to the successful candidate.

Note

This job description and person specification is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principle expectations of the School in relation to the post holder's professional responsibilities and duties. We are looking for an individual who is adaptable, flexible, and willing to carry out the wide range of duties that are likely to be required to make a success of this role.

Health and Safety

Under the Health and Safety at Work Act 1974 and subsequent legislation, the School is obliged to provide you with a workplace and working conditions which so far as is reasonably practicable, are safe and without risk to health. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety and others.

Covid

Somerhill is a Covid-19 secure environment. Interviews will be held in person in line with social distancing rules.

Please contact the Human Resources Manager at recruitment@somerhill.org if you have any questions about your application.

