



# Senior IT Services Technician Application Pack



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# Welcome from the Principal

Thank you for your interest in this post. Choosing the right school in which to work is a very important decision, and the aim of this application pack is to provide you with sufficient information to support your consideration of whether you would be happy and motivated working with us over the coming years, to shape the future of our school and inspire our students to make academic progress that is within the top 15% of all schools nationally.



Chipping Campden School is indeed a very special place – unlike any other. What makes our school so special is its culture and ethos; something that has been grown since the school's formation in c.1440, enabling students to feel empowered in their learning and inspired to excel. The school has a very special place in my heart, having served at the school between 2003 and 2011 as a Teacher of mathematics, Head of Year and latterly Assistant Headteacher. Without doubt, having the opportunity to return to the school as Principal in 2023 is the proudest moment of my career. Having taught and led in a variety of other schools across the country, when I drive to Chipping Campden School each day, I know that I am very privileged to be coming to such a special place, with so many amazing people.

When you take a walk around our school, it is impossible not to feel a palpable buzz of excitement. There are so many opportunities for students to flourish, whether that be representing our school on the sports field, performing on stage in our state-of-the-art Performing Arts Centre, leading one of our Student Parliament Ministries or completing the Duke of Edinburgh Gold Award; our offering of co-curricular and extra-curricular activities is enormous.

We are unashamedly ambitious for all our students, enabling them to develop high aspirations and chase goals that perhaps at first, may seem a little daunting. It is only when we relentlessly pursue these high aspirations and settle for nothing less than our very best, do we enable our students to leave our school being able to successfully compete with their global counterparts, in whatever they choose to do at the end of, what for most, will be a seven-year partnership with us. As staff at the school, I believe it is our job to provide the expertise and environment to enable our students to do just that, supporting and challenging along the way.

I am also acutely aware of the current pressures on staff workload and the impact this can have on their wellbeing. I encourage you to take a read through



the range of staff benefits that we offer at our school (pages 6-7), including our tangible commitment to supporting staff in achieving an effective work/life balance.

If you decide to apply to support me in leading our school, you will be committed to working to the highest standards and will ensure that these are replicated across the school site, ensuring the smooth running and continuous improvement of the school's IT platform and services. You will be joining a team of well qualified, talented and dedicated professionals. Our IT Services team oversee all technical matters relevant to internal and external examinations and assessment of students.

If you would like to explore the vacancy in more detail prior to applying, a conversation can be arranged with the Assistant Principal (Systems and Operations) or HR Manager. To arrange this, please contact the school by telephone on (01386) 840216 or email [esmith@campden.school](mailto:esmith@campden.school) In addition to this, a wealth of information about our school can be found on our website.

If you would like to apply for the post, please do so by completing both parts of our application form, which can be found on our website, by clicking [here](#). Part 1 of the form (pages 3 and 4) provides a space for you to write about the relevant skills and experience that make you a suitable candidate for this post. This section is restricted to two pages (min. font 11) and should outline how your skills set and experiences to date are suited to the requirements of the person specification.

The deadline for applications is **10am on Monday 2<sup>nd</sup> March 2026**.



I look forward to hearing from you.

A handwritten signature in black ink, appearing to read 'Gareth Burton'.

**Gareth Burton**  
Principal

# Staff benefits

Every school is unique and ours is no exception. One of our unique selling points is the relatively high average length of service of our staff, and relatively low rate of staff turnover. Neither of these are by chance and are the product of staff feeling trusted, empowered and recognised for leading the roles they do. We feel that a mark of the outstanding school we are is symbolised by the number of staff who choose to send their children to be educated with us.



Below is a list of just some of the 'pull factors' that contribute to making our school a great place to work:

- An allocation of three, paid staff wellbeing days, where employees are not required to be in school.
- An iPad to use in school and at home, to enable seamless remote working, using cloud-based technology.
- Commitment to staff wellbeing through a variety of internal practices, designed to recruit and retain the very best staff.
- Complimentary use of the school sports facilities, fitness suite and swimming pool (timetable in place).
- Comprehensive range of staff social events throughout the year.
- Cycle to Work scheme



- Freshly prepared and cooked food available on site
- Health and wellbeing support including access to an Employee Assistance Programme (including partners and dependents), confidential counselling services and support from our Staff Wellbeing Group, who meet regularly to ensure that our staff wellbeing is prioritised.
- Outstanding, tailored CPD
- Pension Scheme membership (Teachers Pensions or Local Government Pensions Scheme)
- Support in completing relevant external leadership development programmes.
- The school is located within the beautiful Cotswold town of Chipping Campden, with friendly businesses, including a wide range of restaurants and pubs.



# Job description

<b>Job Title:</b>	Senior IT Services Technician
<b>Reporting to:</b>	Assistant Principal: Systems and Operations
<b>Grade:</b>	7, Points 21 – 25
<b>Contract:</b>	Full time, 37 hours per week, all year round.
<b>Pattern of Work:</b>	8.30 am – 4:30pm Monday to Thursday, 8.30am – 4pm Friday

## **Job Purpose:**

With direction from the Assistant Principal: Systems & Operations to provide proactive and responsive technical support for the IT infrastructure and systems of Chipping Campden School.

## **Main Duties:**

The post holders' main duties are:

- Deliver 1st and 2nd-line technical support for all clients including remote support
- Maintain a high degree of customer service for all aspects of IT Services support
- Take ownership of problems and be proactive in dealing with customer issues
- Respond to enquiries from customers and help resolve IT problems
- Take ownership of iPad repair processes and liaise with parents as required
- Install new/replacement hardware as necessary
- Install cables from computers to interactive boards/speakers etc.
- Printer maintenance and ink/toner replacement
- Escalate IT issues to 3rd line when necessary
- Assist with the delivery of 3rd line support
- Diagnose and resolve technical issues
- Software and OS deployment using InTune and Atera RMM
- Active Directory/Group Policy/Office 365/Entra/Hyper-V administration
- Systems administration and troubleshooting
- Management and maintenance of school website

**Other:**

- To undertake such other reasonable associated duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of the job
- To undertake health and safety duties commensurate with the post and/or as detailed in the School's Health and Safety Policy
- To share the School's commitment to safeguarding and promoting the welfare of children and young people and undertake relevant training as required



# Person specification

Education and qualifications	Essential (E) or Desirable (D)	Application (A), Interview (I) or Reference (R)
Relevant educational qualifications at school/college	E	A
First Aid	D	A
Professional knowledge and experience	Essential (E) or Desirable (D)	Application (A), Interview (I) or Reference (R)
Proven ability and experience to deliver high-quality 1 <sup>st</sup> and 2 <sup>nd</sup> line technical support	E	A/I
Some 3 <sup>rd</sup> line technical support experience	E	A/I
Current driving license and access to own transport	E	A
Proven knowledge of Microsoft operating systems and software packages	E	A/I
Excellent troubleshooting, communication and organisational skills	E	A/I
Proven experience of Active Directory/Entra and Group Policy administration	E	A/I
Experience of supporting iPads, Macs and Apple operating systems	E	A/I
Experience of Office 365 support and administration	E	A/I
Experience of Windows Server administration	E	A/I
Experience of Microsoft SharePoint support and administration	D	A/I
Traits and competencies	Essential (E) or Desirable (D)	Application (A), Interview (I) or Reference (R)
Committed to and good understanding of Safeguarding and Child Protection practice and procedure	E	A/I
Able to carry out routine tasks without close supervision	E	I
Able to demonstrate critical thinking and make situation-appropriate decisions using sound judgement	E	A/I
Able to identify, prioritise and deal with issues as they occur	E	A/R
A 'self-starter' with the ability to motivate self, prioritise effectively and meet deadlines	E	I/R

Someone who is: <ul style="list-style-type: none"> <li>• Willing to work outside of normal hours if required</li> <li>• Flexible and adaptable to changing circumstances</li> <li>• Enthusiastic, approachable and team spirited</li> </ul>	E	I
Willingness to be involved in and contribute to the development of the department and extra-curricular activities	D	I



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