



KING JAMES'S SCHOOL  
KNARESBOROUGH

# Candidate Information



# Employee Benefits



## Financial Benefits

We are delighted that we are able to provide you with access to a large range of employee benefits at King James's School.

- Access to contributory pension schemes:
  - Local Government Pension Scheme (18% employer contribution).
  - Salary sacrifice schemes (e.g. cycle to work, technology and car schemes).
- Discount vouchers for the high street, entertainment and supermarket shopping through Vivup.
- Subsidised onsite catering facilities.



## Well-being support

- Health Assured Employee Assistance Programme:
  - Free, confidential 24/7 support and counselling.
- Flexible working options and well-being initiatives.



## Leave and Perks

- Generous annual leave starting at 28 days (non-teaching staff), rising to 34 days plus bank holidays with service.
- Free ample onsite parking.
- Membership discounts at leisure centres.



## Community and Additional Opportunities

- Collaborative and supportive staff culture.
- Lunch duty opportunities:
  - Hourly pay of up to £12.65 plus a free meal.

Some of these offers are subject to conditions and may change. See provider for full details.

# Note from the Headteacher

Thank you for your interest in working at King James's School. Our school is a fantastic community, and I am sure that taking on this role would be a hugely fulfilling step on your career journey.

We are most proud of our ethos. We place students at the heart of all we do, and King James's students are delightful! The school is the heart of the community, physically located at the centre of this historic and beautiful market town. It is the school of choice for local residents, with most students walking to school, and those from surrounding villages who are fortunate to gain a place here, travel in on short bus journeys.

We have a truly comprehensive intake which brings a great vibrancy to the school. Our ethos is supported by clear values of 'Ready, Respectful, Engaged' which is demonstrated by the good behaviour and positive relationships enjoyed by staff and students throughout the school. Students are eager to be involved in all aspects of school life, including the many extra-curricular opportunities and visits that take place; the House events; and the Student Council. Parents are committed to supporting the school and there is a genuine feel of common purpose, with staff, students and parents all working in partnership to ensure that school is a happy place, with lots of opportunities, ensuring that students achieve well and go on to have great prospects.

We have a thriving sixth form where most of our students continue their education. We provide a wide range of Level 3 courses. Students go on to a wide range of destinations, including Oxbridge, Russell Group Universities, and high-quality apprenticeships and employment.

When joining King James's, you will be warmly welcomed by our dedicated team of colleagues. We have a strong pastoral team across school. However, there is no complacency, and the whole school is committed to being the best they can be. We are committed to developing all staff and offer a range of professional development opportunities both within school and through networking with other local schools, with whom we have close relationships.

We are part of a federation with Boroughbridge High School and there will be chance to work with colleagues in both schools; for your own professional development and with the aim of improving education across both schools, to benefit young people in the area, and not just in Knaresborough. Our commitment to staff includes the offer of a range of benefits, including access to discounts at major retailers, employee assistance programs, and wellbeing initiatives such as cycle-to-work schemes. We do all we can to ensure every member of our team feels supported, valued, and empowered in their roles.

We have high expectations of one another, believing that our community deserves nothing less than excellence, but that comes with all the support you need to be successful and grow. A member of our Leadership Team will be your line manager, with whom you can share ideas, discuss challenges, and who will support you personally and professionally.

We are committed to deeply safeguarding and are keen to ensure that all our staff embody our values and promote the welfare of children. We therefore seek candidates with the right character and disposition as well as with the understanding of their responsibility to support the ongoing culture of vigilance in our organisation. Every member of staff will be undertaking Positive Regard training in September so that we have a common understanding of our culture.

**Clare Martin**  
**Headteacher**



KING JAMES'S SCHOOL  
KNARESBOROUGH

# ICT Technician

Immediate start.

NYC Grade E, £25,183 - £26,409

37 hours per week. Full year. Permanent.

**King James's School is offering an exciting opportunity to work as an ICT Technician within the heart of our vibrant, modern federation of schools.**

You must be available to work across the federation – access to your own vehicle for transport between King James's School and Boroughbridge High School will be essential. You will assist in the maintenance of ICT software, hardware and related equipment and provide support to staff and students. This job will involve liaising with departments across the school to improve workflows.

You will be a dynamic and self-motivated individual with good time management skills and the ability to work under pressure to meet deadlines. Knowledge or experience of all aspects of ICT Technical support provision and managing server related technologies and software are beneficial.

In return we offer a competitive salary, 28 days (increasing to 34 days) of annual leave per year (plus bank holidays), access to a contributory local government pension scheme and other additional staff benefits.

The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. An Enhanced DBS check will be required for this post which will be arranged for the successful applicant.

Completed applications must be submitted via email to: [recruitment@king-james.co.uk](mailto:recruitment@king-james.co.uk) and be received by: **Monday 10<sup>th</sup> March 2025, 08.00am.**

*Please note that CVs will not be accepted.*



# Information on the IT Services Team

Here at King James's School you will be working within a highly skilled team providing support across both King James's School and Boroughbridge High School within our Federation. This would encompass 1900+ students and over 300 staff. The IT Services Team is a key department within the Business Services Team.

The successful candidate will be joining a highly motivated, friendly and skilled team offering a key service. Using these skills we have been able to increase capacity and quality while reducing unnecessary spending. An example of this was by bringing most of our graphical design and print functions 'in-house'.

The team currently consists of a Senior Network Manager and two Senior Technicians and one IT Technician. We use an online Helpdesk facility to manage and distribute workloads.

King James's using a mainly Microsoft environment with Hyper-V servers, Windows 10 clients and Office 365. We also support Apple iPads which are supplied to all teachers and key support staff as well as providing a BYOD solution to our Sixth Formers. We have 13 computer suites and invest in the latest technology and network solutions.

Boroughbridge High uses a mixed environment with VMware virtual servers with Windows 10 clients and Microsoft Office 2019 installed. For online Distance Learning and collaboration, we make use of Google Apps for Education with integrated Google Classroom. We also support laptops which are supplied to all teachers. We invest in the latest technology and network solutions.

We are committed to providing a high quality and reliable teaching environment. You will be part of our push to develop our Distance Learning provision to extend this quality out into the home. We also aim to develop greater links and cross-site integration with a wide range of systems.



# How to Apply

Please complete the King James's School teaching application form.

Please use the section "Experience & Qualities relevant to the Post" on the application form to demonstrate how you can meet the criteria given in the advert.

Please note CVs will not be accepted. Please do not enclose a covering letter as this will not form part of your application.

We are committed to safeguarding and promoting the welfare of young people and expect all members of staff to share this commitment.

An enhanced DBS disclosure is required for this post through North Yorkshire County Council. This will be arranged for the successful applicant.

Your completed application form must be submitted via email to:  
**[recruitment@king-james.co.uk](mailto:recruitment@king-james.co.uk)** and be received by  
**Monday 10<sup>th</sup> March 2025 at 8am.**

Thank you for your interest in this post. If you have not heard from us within 21 days of the closing date, please assume your application has been unsuccessful. In that event, may we wish you well in your search for a suitable position.

**Children and Young People's Service**

**King James's School**

**JOB DESCRIPTION**

POST: ICT Technician	
GRADE: E	
RESPONSIBLE TO: Senior Network Manager	
STAFF MANAGED: None	
Post Ref No:	Job Family: 3
JOB PURPOSE:	<p>To contribute to the delivery of an effective ICT on-site support service throughout the school to respond to identified need, ensure continuity of service and achieve planned reporting objectives and deadlines</p> <p>Responsible for maintenance of ICT software, hardware and related equipment and for the resolution of identified technical problems, as well as providing support to staff and pupils to ensure administration and learning outcomes are maximised</p>
JOB CONTEXT:	<p>Expected to work on-site across the school (s) to solve problems to ensure the continuity of reliable ICT equipment and services. Due to nature of the job, the post holder may be required to lift ICT equipment and work in restricted work areas</p> <p>Enhanced DBS Clearance required</p>
<b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</b>	
Operational Issues	<ul style="list-style-type: none"><li>• Contribute to the effective performance and service provision of ICT services within the school to minimise disruption</li><li>• Participate in the collection, collation, processing and storage of data and information to comply with school reporting requirements</li><li>• To diagnose and resolve network, software and hardware faults (including peripherals), and perform maintenance repairs and upgrades</li><li>• Implement routine manual and computerised systems, practices and procedures to ensure that data and information is current, relevant, effectively and securely collected and that reporting complies with planned outcomes and obligations, reporting any concerns as required</li><li>• Maintain the integrity and security of all systems by use of appropriate user protocols and undertake related monitoring and reporting</li><li>• Provide user support to identify and respond promptly to routine system or process issues that arise within an agreed framework of performance criteria</li><li>• Support contingency arrangements to respond to any unforeseen or unplanned circumstances that may arise to maintain the safety and security of data and information, maintain security and minimise disruption</li></ul>



	<ul style="list-style-type: none"> <li>• To contribute to the work of the team under supervision, in the delivery of projects and support as required including ICT security and efficient use of resource</li> <li>• To maintain an awareness of ICT developments</li> <li>• Support teaching staff and pupils in technical aspects of ICT</li> <li>• Assist in the maintenance of the ICT network</li> <li>• Maintain computer files by backing up, archiving and deleting information as appropriate</li> <li>• Restore work that has been deleted from back up</li> <li>• Maintenance of lesson observation equipment and systems.</li> <li>• Maintenance of school VLE and Intranet pages.</li> </ul>
Communications	<ul style="list-style-type: none"> <li>• Communicate effectively with all staff, contractors and children, young people, families and carers</li> <li>• Liaise with all areas of the school and outside organisations</li> <li>• Interact with children in ways that support the development of their ability to think and learn.</li> <li>• Communicate with staff and pupils as part of ICT technical support to solve issues and provide ICT related information and assistance</li> <li>• Provides basic ICT training</li> <li>• Give guidance on the use of lesson observation equipment.</li> </ul>
Resource management	<ul style="list-style-type: none"> <li>• Responsible for installing, testing and maintenance of computer hardware and software</li> </ul>
Safeguarding	<ul style="list-style-type: none"> <li>• To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.</li> </ul>
<b>Systems and Information</b>	<ul style="list-style-type: none"> <li>• Share information appropriately</li> <li>• Attend staff meetings and training days</li> <li>• Maintain a comprehensive database (HelpDesk) of all support requests and allocate jobs as appropriate</li> <li>• Assist in maintaining a database of all ICT equipment</li> <li>• Keep up to date with ICT developments</li> </ul>
Data Protection	<ul style="list-style-type: none"> <li>• To comply with the County Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>• Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.</li> <li>• To work with colleagues and others to maintain health, safety and welfare within the working environment.</li> </ul>
Equalities	<ul style="list-style-type: none"> <li>• We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.</li> </ul>

	<ul style="list-style-type: none"> <li>• Within own area of responsibility work in accordance with the aims of the Equality Policy Statement</li> </ul>
Flexibility	<ul style="list-style-type: none"> <li>• North Yorkshire County Council provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council Policies and Procedures.</li> </ul>
Customer Service	<ul style="list-style-type: none"> <li>• The County Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</li> <li>• The County Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.</li> </ul>
Date of Issue:	February 2016

## PERSON SPECIFICATION

### JOB TITLE: ICT Technician

<b>Essential upon appointment</b>	<b>Desirable on appointment (if not attained, development may be provided for successful candidate)</b>
<b>Knowledge</b> <ul style="list-style-type: none"><li>• Good literacy and numeracy skills</li><li>• Up to date technical knowledge of ICT, equipment, hardware and software applications</li><li>• Knowledge of Microsoft Office Applications and other software packages</li></ul>	<ul style="list-style-type: none"><li>• Awareness of Educational issues</li><li>• Up to date knowledge of developments within ICT</li></ul>
<b>Experience</b> <ul style="list-style-type: none"><li>• Experience of using a range of ICT systems and solving a range of ICT related problems</li></ul>	<ul style="list-style-type: none"><li>• Appropriate experience of working in a school department relevant to subject area</li></ul>
<b>Occupational Skills</b> <ul style="list-style-type: none"><li>• Good time management skills and ability to work under pressure and meet deadlines</li><li>• Ability to work successfully in a team</li><li>• Self-motivated to complete required duties.</li><li>• Confidentiality</li><li>• Good written and verbal communication skills: able to communicate effectively and clearly with a range of staff, pupils and parents.</li><li>• Demonstrable ICT skills and ability to use them as part of the learning process, or, the ability to develop the required level of ICT skills in a reasonable time frame</li><li>• Ability to exercise initiative</li><li>• Problem solving skills</li></ul>	

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• NVQ Level 3 or equivalent in a ICT related subject</li> <li>• Level 2 Numeracy and Literacy</li> <li>• Willingness to undertake any relevant training</li> </ul>	
<p><b>Other Requirements</b></p> <ul style="list-style-type: none"> <li>• Enhanced DBS clearance</li> <li>• To be committed to the school's policy and ethos.</li> <li>• To be committed to Continual Professional Development.</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</li> <li>• Ability to work outside of school hours</li> <li>• Able to exercise discretion &amp; judgement</li> <li>• Flexibility</li> <li>• Full Driving license and access to own vehicle for transport between federation schools.</li> </ul>	