



The
Yehudi
Menuhin
School

IT TECHNICIAN

Candidate Information Pack



Closing date for applications:
Thursday 5 May

(We reserve the right to close this vacancy early should a suitable candidate be found.)

A welcome from the Headmaster

Thank you for expressing an interest in this role. I hope you find this document informative, and it explains everything you need to know with regards to working at our very special school and most importantly whether it is the place for you.

The Yehudi Menuhin School is set in gorgeous grounds, and we strive to promote a collegiate working environment with a strong sense of community. Staff and pupils are on first name terms, and all staff are encouraged to take an active part in the broader life of the school. Being a music school, we hope that everyone who works here has an appreciation and respect for the interests and creativity of our pupils, however we do not expect all staff to be musicians themselves (though over the years many have taken up an instrument as a result of working here!)

We are committed to the wellbeing of all our community and strive to promote a healthy sense of balance in our pupils and staff. Ongoing professional development is very important to us, and all new staff are given an induction and the training necessary to fulfil their duties.

YMS is an exceptional place - I hope you will join us.

Ben Gudgeon
Headmaster

The Yehudi Menuhin School

Founded in 1963 by the world-renowned violinist and educator Yehudi Menuhin, the School provides a place for musically gifted children from around the world to develop their talents to the highest level within a stimulating academic environment. It was accorded the status of Centre for Excellence in the Performing Arts in 1973 and has a global reputation as one of the world's leading music schools.

Today's school provides a holistic education for around 80 exceptional pupils aged from 11 to 19, with specialist tuition on the stringed instruments, piano and classical guitar. Pupils split their time between their academic and musical studies and are given many opportunities to perform in front of an audience. Concerts take place regularly in The Menuhin Hall, but also in local state schools, care homes and churches, carrying on Menuhin's belief in the importance of giving back to the community.

Parkside School

Parkside School, Cobham is a leading independent boys' Prep School, with a co-educational nursery. It is an inspirational day school for boys aged 2 -13 years and girls aged 2-4 years.

The School provides more than an education to 300 pupils and benefits from state-of-the-art facilities. The School is set within 45 acres of beautiful Surrey countryside, which houses historic buildings dating back to the 7th century alongside recently built classroom blocks, which house STEM IT rooms, a separate D&T workshop, Art block, indoor swimming pool, sports fields and Food Tech & Science Labs.

The School's foundations are steeped in history and we are proud of our traditional values, complementing our innovative and forward-thinking curriculum. Parkside provides an academically challenging and rewarding environment to work in with like-minded staff who take a genuine interest in getting to know each and every one of its pupils.

About the role:

The IT Technician will provide on-site IT support across both the Yehudi Menuhin School and Parkside school, working a half day at each location. In conjunction with each school's respective external IT support providers, the IT technician will provide essential knowledge and support to the staff and students of both schools, working with a range of IT literacy. The successful candidate should be patient, supportive and approachable.



Key points about the role:

Contract type:

Permanent, Full Time

Reporting to:

At the Yehudi Menuhin School:

Business Development Co-ordinator

At Parkside School:

Head of IT

Start date:

ASAP

Location:

Stoke D'Abernon, Cobham, Surrey

This role will be based across two school sites less than 5 minutes' drive apart.

Salary:

£23-26K per annum

Hours:

Monday-Friday

08:30-12:00 – at the Yehudi Menuhin School

12:30-17:00 – at Parkside School

(Timings are likely to vary dependent upon the current needs of each school)

Probation Period:

3 months

Pension:

The School offers a very generous pension, contributing 13.5% every month, with the employee contributing at least 6%.

Holidays:

25 days annual leave, plus public holidays

Other Benefits:

- Free School lunch during term times
- Excellent facilities
- Free parking
- Free lunchtime concerts
- Use of the School's swimming pool when available
- 24/7 access to AXA Thrive app for mental wellbeing
- AXA Health telephone line access for medical support and advice
- 24/7 access to DAS counselling services
- Life Assurance
- A health cash plan provided by Medicash

Key Duties & Responsibilities

- Day to day support and maintenance of the School network and computer equipment.
- Assist with IT and AV projects.
- Provide first line support to Staff and Students; troubleshooting, diagnosing problems, implementing corrective actions guided by outsourced IT support providers.
- Log and maintain support requests, keeping users informed of progress.
- Install, configure, and support networked PCs, laptops and peripheral devices including printers.
- Working with a variety of hardware/devices (including desktop PCs, laptops, tablets, printers, interactive boards & projectors, etc.).
- Ensuring that ICT requirements for ad-hoc internal events are in place.
- Perform routine maintenance on end user devices, operating systems and applications.
- Assist in the configuration, installation and testing of end user hardware and software solutions.
- Monitor, diagnose and repair breakdown of end user hardware and software.
- Assess IT problems and where necessary escalate as appropriate.
- Support users in meeting the requirements of IT related policies and procedures.
- Opportunity to gain experience using lighting and AV systems in a theatre setting.
- Setting up system users with appropriate access and security levels.
- Escalating problems as appropriate.
- Provide support with the maintenance and operation of key business programmes such as OASIS, Sage, Spektrix, CPOMS, iSams, Schoolbase & the introduction of new programmes.
- Maintain accurate records of device allocations and user information.
- Support with the implementation of school IT strategy and streamlining of IT infrastructure.
- Engage with regular training and on-boarding.
- Oversee and recommend appropriately timed replacement of end-of-life school devices.

Training Provided

In the first month, this will include a period of on boarding with external IT support providers, followed by a minimum 1 half-day 'shadowing' sessions per week. This may change subject to the School's requirements.

No job description can hope to capture all tasks that may be required of a member of a boarding school staff. All staff are expected to fulfil any reasonable expectations from the Headmaster.



Person Specification

The successful candidate will have the following qualities:

Essential:

- Keen interest in IT systems and an eagerness to learn more.
- Maintain confidentiality and act with integrity at all times.
- Committed to solving problems.
- Knowledge of Microsoft Windows operating systems.
- Experience in installing and operating Windows-based software.
- Have high-levels of patience and empathy to support and guide staff and students with a wide range of IT-literacy levels.

Desirable:

- Knowledge of both Microsoft and Apple operating systems & interfaces.
- Able to carry out hardware upgrades/repairs on computers.
- Knowledge of Microsoft Exchange and Office 365.
- Experience with carrying out hardware upgrades/repairs on computers.
- Knowledge of Apple products in particular iPads.
- Knowledge of AV systems.
- Knowledge of Microsoft Active Directory.
- Knowledge of networking systems.
- Good customer service skills.
- An interest or background in music technology.

The successful candidate is likely to have:

- An enthusiasm for working in a school environment.
- The ability to manage multiple tasks, working on a matrix basis for different managers.
- A high level of written and oral communication, with excellent attention to detail.
- Excellent interpersonal skills.
- Strong organisational and planning skills and the ability to manage work efficiently, sometimes under pressure.
- Ability to work flexibly, independently and as part of a team.
- Show confidence to proactively identify areas of improvement and bring proposals to the appropriate department.

Requirements:	Essential	Desirable
Maths & English GCSE or equivalent	✓	
First Aid at Work		✓
IT proficiency	✓	
Enhanced DBS check	✓	
UK right to work check	✓	
UK and EEA prohibited list checks	✓	
Satisfactory references	✓	
Medical declaration	✓	
Verification of qualifications	✓	
Specific qualifications relevant to the role	✓	

Shortlisted candidates will be assessed using:

- Completed application form
- Covering letter
- Interview
- References
- Documentary evidence
- Scenario-based activity



How to apply

If you would like any more information about the post, or would like to discuss the job before applying, please contact HR by email recruitment@menuhinschool.co.uk or call 01932 864739.

Click [here](#) to fill out our [application form](#).

Closing date for applications: **Thursday 5 May.**

Your application form should be completed in full and submitted along with a covering letter addressed to the Head, Mr Ben Gudgeon. Early applications are encouraged, and the School reserves the right to close the application process early should a suitable candidate be found.

The Yehudi Menuhin School is committed to safeguarding the welfare of children. The School is registered with the DBS and successful applicants will be required to complete successfully the Disclosure Procedure at Enhanced level. It is an offence for a person barred from working with children to apply for this post.

The Yehudi Menuhin School is an Equal Opportunities employer and welcomes applications from all sections of the community.



 @menuhinschool

 @yehudimenuhinschool

 The Yehudi Menuhin School

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