



ST. JOSEPH'S COLLEGE  
READING • BERKSHIRE

## IT/AV Technician

Information for prospective  
members of staff



## Appointment of a IT/AV Technician

St Joseph's College is seeking to appoint an IT/AV Technician to join the team with immediate effect on a permanent contract. The IT/AV Technician is a member of the support staff which prides itself in the provision of first class support to all aspects of St Joseph's College. It is essential that applicants have a positive 'can-do' attitude towards providing excellent customer service and the ability to work flexible hours to meet the needs of the College.

The position is full-time.

Closing date: **9am, Friday 25 November 2022**

Early application is encouraged as we reserve the right to close the vacancy early.

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## Message from the Head, Mrs Laura Stotesbury



Thank you for your interest in St Joseph's College. I am delighted that you are considering our school and I trust that this recruitment pack will provide you with the information you require both about the post and the College.

I believe that this is an exciting time to be joining St Joseph's College. There has been a significant growth in the pupil roll over the last few years and the governors are continually looking to invest in the facilities. There is a real appetite for what we have to offer as both an educational establishment and an employer.

The College seeks to be a school which places an emphasis on providing an all-round education: academic, pastoral, social and spiritual, where pupils develop the attributes of commitment, collaboration, confidence, communication and compassion through the various aspects of school life. The College is a very happy place, and colleagues enjoy teaching here.

I hope that you will want to apply for this post. I recognise that much time and thought goes into preparing an application and we, in turn, will give your application serious consideration.

Mrs Laura Stotesbury  
Head

## Reporting to: Head of IT Strategy

### Purpose of the Job

The IT/AV Technician is a key member of the IT Department, which in total consists of this post, plus another IT Technician, IT Apprentice and Data and Systems Coordinator reporting to the Head of IT Strategy.

The IT Technician provides first-line support to staff and students and assists other members of the team with maintenance and development projects as well as assisting with AV at events and productions. There may also be the opportunity to complete project work independently, as the postholder's skills and experience develops.

This post is an excellent starting point for a career in IT for anyone suitably skilled and motivated.





## Areas of Responsibility

- Support staff and students in their use of PCs and laptops on different platforms, assisting with the use of installing and troubleshooting Windows 10/11, applications and hardware
- Maintaining school equipment including Windows, interactive screens, printers, scanners and other technology
- Log and monitor the school IT equipment, reporting and responding to issues as required
- Monitor and order spare parts, consumables and supplies as necessary
- Assist with the maintenance of the network infrastructure - consisting of a mix of gigabit fibre and copper Ethernet, Wi-Fi access points, managed switches and routers
- Assist in maintaining Windows Servers
- Assist with projects including expansion planning, migrations, deployments and upgrades
- Assist with the audiovisual and IT aspects of School events as required which include helping users with their presentations, sound and microphones and stage lighting.



## Conditions of Service

The position is full-time, all year round.

The working hours are 37.5 hours per week but, due to the nature of the role and events at the College, flexibility with working hours is essential and your hours will be agreed locally in advance depending on the needs of the College. You may take time off in lieu when working additional hours.

There are a number of weekend and evening commitments during the school year which you may need to attend, and these hours will also be taken in to account for time off in lieu. You will be required to record additional hours through the school year and your working schedule will be agreed locally in advance. The post holder will receive a negotiated salary, depending on skills and experience and it is likely to be in the range £18,000-22,000.

There is an entitlement to 5.6 weeks' holiday per annum (which includes public and bank holidays), and this is reflected in the salary.

# Person Specification

| Criteria                         | Essential                                                                                                                                                                                                                                                                                                                                                                                | Desirable                                                                                                                                                                                                                                      |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Experience, Knowledge and Skills | <p>Strong troubleshooting and logical-thinking skills</p> <p>Experience of using and troubleshooting Microsoft Windows and Microsoft Office products</p> <p>Experience of managing Microsoft 365</p>                                                                                                                                                                                     | <p>Experience of managing users and devices via Microsoft Active Directory</p> <p>Experience working in a school environment</p> <p>Knowledge and understanding of key concepts around data protection, confidentiality, and safeguarding.</p> |
| Personal Qualities               | <p>Responsibility for own professional development and be willing to partake in further development</p> <p>A team player with energy, commitment, enthusiasm and resilience</p> <p>A commitment to Health and Safety</p> <p>A commitment and understanding of child protection and safeguarding</p> <p>Flexible approach to working hours as some out of hours work will be required</p> |                                                                                                                                                                                                                                                |



## About the College

St Joseph's College is the leading independent day school for boys and girls aged 3 to 18 in Berkshire. It is fully co-educational and consists of the Senior School (ages 11 to 18) and the Prep School (ages 3 to 11). The Senior School and Prep School are located within a single campus.

### Awards

The College has won several awards over the last two years including TES Independent School of the Year, Outstanding Progress at the Education Business Awards and Outstanding Leadership Team at the Leadership Awards.

### Ethos

St Joseph's is a Catholic school welcoming pupils of every faith or no faith. Pupils are educated in an atmosphere where Christian values and standards are recognised and established. The size of our classes means everyone receives the individual guidance and support they need to achieve their potential. Staff, pupils and parents form strong links, with a focus on both the academic progress and the well-being of each pupil. We encourage all pupils to develop an awareness of their own role in society.

### Points of Entry

The main points of entry to the school are at age 3, 11, 13 and 16. Entry into the Senior School is by formal assessment, and around 60% of applicants to the Senior School are from maintained primary schools.

### Leavers' Destinations

The majority of Sixth Form leavers go on to their choice of university to study a diverse range of subjects. Examination results are strong and improving year-on-year, however our focus is very much on producing young adults who also have skills for life such as confidence, social skills and a good understanding of the world around them.

### Recent Developments

During the past six years the Governors have taken a number of measures to develop the College. In addition to becoming co-educational these include an emphasis on marketing and a substantial investment in facilities, buildings and staff. Consistently rising pupil numbers provide momentum for growth and the confidence to make further investment.

### The Future

Looking to the future, St Joseph's will continue its ambitious plans to enhance and develop the College. However, we will ensure that as we grow, our caring ethos remains at the heart of the College. The warm and friendly nature, together with the way pupils display concern and respect for one another, are often commented upon by visitors and parents. We are proud of this and it is one of the most rewarding aspects of working here.

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## Our Mission and Aims

At St Joseph's, our mission is to encourage, inspire, challenge and support pupils to fulfill their potential in a community founded on Catholic Christian values.

We aim to develop life skills of compassion, commitment, collaboration, confidence and communication in each pupil, throughout each of their years at the school.

## The College's ISI inspection took place in May 2022

**The Educational Quality Inspection reports examines the quality of the school's work and focusses on two key outcomes:**

- The achievement of the pupils, including their academic development, and
- The personal development of the pupils.

Their key findings were that the quality of the pupils' academic and other achievements is good. They commented that 'pupils have a strong focus in lessons and work positively both as independent and collaborative learners'.

They found that the quality of pupils' personal development is excellent, noting that 'pupils have a very positive attitude towards supporting other people both within the school and wider community', and 'pupils embrace positively the diversity of their school and respect and value their differences'.

The school scored highly in other areas too, with inspectors praising the co-curricular opportunities offered by the school, noting 'pupils achieve success in a wide range of activities both within and beyond the classroom and they gain valuable new skills from their involvement'.



### Regulatory Compliance Inspection Report

Regulatory compliance inspections from ISI focus on whether the school meets the Education (Independent Schools Standards) Regulations and the Early Years Foundation Stage Statutory Framework. These are the national standards for all independent schools. In each of the eight discrete areas, including all areas relating to safeguarding, the inspectors found that 'the standards are met'. This is the highest possible achievement under this current inspection framework and is a huge accolade.



## Why St Joseph's?

At St Joseph's we offer:

- A safe and happy environment in which academic and social skills are developed
- Education for boys and girls from age 3 to 18
- A varied curriculum and excellent facilities
- A strong sense of community
- High academic reputation
- Wide range of extra-curricular activities including a strong tradition of music and drama

St Joseph's is staffed by teachers who combine the best in traditional educational values with a sharp awareness of what is appropriate for pupils who need to be prepared for the twenty-first century. Our pupils are encouraged to be confident, questioning, independent learners, whilst at the same time developing a moral and spiritual sense of purpose in their lives and in their studies.

### Salary

The College has its own salary scales, with starting salaries dependent on the experience and qualifications of the successful candidates. Salary scales are reviewed annually by the Governors, to ensure they remain competitive. Annual salary is paid by bank transfer on the last working day of each month, in 12 equal monthly instalments.

## Non-contractual benefits

### School fee reduction

Staff at St Joseph's College are eligible for a staff discount on basic tuition fees of 50% for full-time staff, pro rata for part-time staff, subject to their child(ren) meeting the entrance requirements.

### Childcare vouchers

St Joseph's participates in the government's salary sacrifice childcare voucher scheme. Further details are available from the Bursar's office.

### Pension

The College participates in a contributory pension for non-teaching staff. Further details are available from the Bursar's office.

### **Cycle to Work Scheme**

The school allows staff to purchase a bicycle through the cycle to work scheme after completion of the statutory probationary period, and to those staff with an employment contract for 12 months or more. Further details are available from the Bursar's office together with the terms and conditions of the scheme.

### **Eye tests**

Members of staff are entitled to a free annual eye test.

### **Drinks and snacks**

Tea, coffee and biscuits are available to all staff at break time, and there is access to hot drinks throughout the day. Snacks and light meals are provided to staff when working later in the evening for school events.

### **Lunch**

A duty meal may be obtained from the Dining Hall between 12.00pm and 2.00pm.

### **Use of a private vehicle**

Subject to a journey being approved by the Bursar or Head, staff can use their private vehicle for school journeys during working hours. The insurance will be under the school's insurance and staff can claim for mileage.

### **Car parking**

All staff may park in the school car park, subject to the availability of a space. A valid school parking permit must be displayed clearly on the windscreen of any car parked onsite.

### **Counselling**

Staff have access to a 24 hour telephone counselling helpline. In addition, the lay chaplain or visiting school counsellor may be able to see staff.

### **Legal advice**

Staff have access to a 24 hour legal information telephone helpline, covering issues such as consumer rights, debt, tax and personal injury.

### **Healthcare helpline**

A telephone based healthcare support service is available to all staff at no cost.

### **Swimming pool**

Staff are permitted to use the school swimming pool during designated staff swimming sessions.

### **CPD and training**

Professional development is nurtured and encouraged, and the school has a full annual INSET programme.

### **Staff Room**

There is a professional, friendly and supportive Staff Room, together with departmental workspaces throughout the school.

The above non-contractual benefits are currently available to staff. They are at the discretion of the Governors who reserve the right to withdraw them without notice.





## Appointment Procedure

- Applications will only be accepted from candidates completing the College Non-Teaching Application Form in full, accompanied by a covering letter.
- The covering letter should illustrate specifically why you think you should be considered for this role, giving clear evidence of how your skills and experience meet the requirements of the role. You should give clear examples, and relate these to the job description and person specification.
- These should be emailed to [recruitment@sjcr.org.uk](mailto:recruitment@sjcr.org.uk) or alternatively sent by post to Mrs Guest, HR Coordinator, St Joseph's College, Upper Redlands Road, Reading, Berkshire RG1 5JT. Electronic application is encouraged and preferred.
- Closing date: **9am, Friday 25 November 2022**. Early application is encouraged as we reserve the right to close the vacancy early.
- All offers of employment are subject to the receipt of two satisfactory references, one of which must be from your current or most recent employer. For shortlisted applicants for teaching posts, references may be taken up prior to interview.
- St Joseph's College employs personnel who are best qualified for the post without discrimination in respect of age, disability, race, gender or native origin.
- The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
- Successful applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.
- A copy of the College Recruitment, Selection and Disclosures Policy and Procedures can be found on the College website: <https://www.sjcr.org.uk/vacancies/>

## Interview Process

- All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by the candidate from the awarding body.
- During your visit you should expect to attend a number of interviews with different members of staff. We will also assess your suitability to work with children.
- The interview may include other forms of assessment such as administrative tests, a presentation, or a demonstration of relevant practical or other skills.
- In addition to formal interviews there will also be an opportunity for shortlisted candidates to tour the College and to meet prospective colleagues.
- The College requests that all candidates invited to interview also bring with them:
  - A birth certificate, driving licence including photograph and a passport
  - A utility bill or financial statement issued within the last three months showing the candidate's current name and address
  - Where appropriate any documentation evidencing a change of name
  - Proof of entitlement to work and reside in the UK.

*Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.*



## How to find us

- St Joseph's College is situated in central Reading, near the University and the Royal Berkshire Hospital. It is close to the M4 (Junction 11) and has excellent transport links.
- If travelling by train, the school is approximately 20 minutes' walk from Reading Station, or alternatively there are a number of local buses that stop close by.
- To accurately locate the College entrance at 64 Upper Redlands Road on some GPS satellite navigation systems it may be necessary to use the postcode RG1 5JP.

