SURBITON

HIGH SCHOOL

Job Description

Job Title:	**IT Technician**
Job Purpose:	To support the Assistant Network Manager in delivering outstanding IT services to staff, pupils and other stakeholders, maintaining the School's technology infrastructure and ensuring a high standard of user support.
Reporting Line:	Assistant Network Manager
Start Date:	January 2027 or asap thereafter
Tenure:	Permanent, Full-Time (37.5 hours per week, full year-round)
Salary:	£30,423 - £36,755 (based on experience and qualifications), plus a generous benefits package which includes a Health Cash Plan, free Will-Writing service and much more – see our full benefits package here.

Surbiton High School is looking for an IT Technician to join our team of 5. You will provide vital technical support and guidance to pupils, teachers, and administrative staff, addressing a wide range of IT-related issues. Your expertise will be essential in troubleshooting problems, implementing new technologies, and contributing to the overall technological advancement of the School.

Key Responsibilities:

- Assist with the maintenance and support of the school network and its back-end systems under the direction of the Assistant Network Manager.
- Provide support to staff and students in their use of school IT equipment and resources.
- Install and maintain hardware and software.
- Assist with the deployment of staff and student iPads, including the replacement of faulty or damaged units, and ensure they are fully functional and up to date.
- Respond to incidents and work orders on the Helpdesk, prioritising events as necessary and maintaining a high level of documentation after resolution.
- Support staff and students with the use of online and cloud-hosted resources, including Office 365.
- Manual handling, lifting, carrying, transportation and installation of IT equipment, including PCs, monitors, iPads and interactive classroom display boards, as part of equipment deployment activities alongside the other IT technicians.
- Provide technical support for the School's Digital Learning Spaces, which runs on a WordPress Multi-User site (MySQL, PHP and HTML).
- Manage software and computer image deployment, ensuring that the required systems and software are licenced correctly.
- Maintain an inventory of hardware and software, including the management and development of the relevant databases.
- Maintain printing hardware and software.
- Check the network for unlicensed software.
- Manage data stored on the network, deleting redundant data where necessary.
- Ensure network and internet security products are operational, up to date and deployed properly
- Provide technical support to events and assemblies.
- Manage and undertake system backups.
- Manage, maintain and technically support any audio/visual equipment around the school, including projectors, sound equipment, Interactive Whiteboards and Interactive Flat Panel Displays
- Assist with the specifying and purchasing of IT and Audio/Visual equipment.
- Carry out any such duties as may be reasonably requested, including working occasional evenings and weekends when required.

SURBITON

HIGH SCHOOL

Person Specification

The successful candidate will be likely to fit the following profile:

Qualifications (Desirable)

- A-Level in Computing or similar
- MCP/CCNA qualification or similar
- GCSE in English & Maths (Grade C/4 or above) is desirable

Skills and experience

- Technical knowledge of computers and IT network
- Experience of MDM systems (Intune, Jamf), would be desirable
- Able to configure computing equipment, given the appropriate information
- Experience of managing and modifying Microsoft Office 365 (SharePoint, Exchange, Users/Groups, Intune)
- Knowledge of Microsoft Azure VM, would be desirable
- Experience of installing and maintaining applications, such as Microsoft Office apps
- Basic knowledge of structured network cabling, equipment and protocols
- Basic use of Audio/Visual equipment
- Troubleshoot problems and investigate/provide a solution
- Excellent organisational, administrative and ICT skills
- Previous experience in IT Support, particularly in an educational setting, is desirable but not essential

Knowledge (desirable):

- Microsoft Windows 11
- Microsoft Office/Office 365
- Apple iOS and OSX
- Software management and installation
- Basic Computer Security (Anti-Virus, Encryption, Passwords)
- Networking basics
- Audio/Visual equipment and its use (Desirable)

Personal qualities and attitudes

- Willing to take ownership of tasks and to see them through to completion
- High levels of personal and professional integrity and the ability to exercise discretion and confidentiality
- Good attention to detail
- Strong work ethic, reliability, and ability to carry out tasks as directed with a proactive and conscientious approach
- A team player
- A reflective and flexible approach
- Organised and able to self-direct
- Ability to think creatively and imaginatively
- Committed to professional development and show a willingness to undertake appropriate training for this role

SURBITON

HIGH SCHOOL

To Apply

Please apply online via the link on the TES or our School website

Closing date for Applications:	**8:00am, Tuesday 8 December 2026**
Interviews to be held week commencing:	**14 December 2026**

Please note that the School reserves the right to appoint at any stage during the recruitment process.
For any queries relating to the role or your application, please email recruitment@surbitonhigh.com

The Benefits of Working for Surbiton High School

- Competitive Salary
- Extensive CPD Opportunities
- Flexible Working
- Complimentary School Lunches
- Fee reduction for children attending the School
- Contributory Pension Scheme
- Sabbaticals for long service
- Generous Rewards Programme
- Excellent transport links
- Working as part of a motivated and committed team

About Surbiton High School

We aim to inspire, encourage and empower our staff and pupils to be the very best they can be.

Surbiton High School is a friendly and vibrant community where people matter, results count and where a passion for excellence drives everything we do. We are a school with a real heart and soul, where we look beyond the A* to offer a breadth of opportunity which allows every pupil to flourish and every staff member to develop and succeed.

Our inspirational teachers are committed to delivering a rich curriculum and programme of co-curricular activities which challenge our pupils to explore ideas for themselves. We feed our pupils' minds, but we also care passionately about their character development and happiness. Our approach to education means that Surbiton High School pupils achieve the very best exam results and are also compassionate, authentic young people with strong values, keen to make a positive difference in the world. Our Educational Support Staff are the backbone of the School, and are dedicated to supporting our aim of creating an intellectually rigorous and challenging academic environment which runs smoothly and efficiently.

Surbiton High School has approximately 1,600 pupils aged between 4 and 18. Our Preparatory Schools are divided into the Girls' Preparatory School and Boys' Preparatory School, and the Senior School is girls only from age 11 upwards.

We are looking for applicants who are passionate about inspiring those around them, bringing out 'The Best in Everyone' and working with us to remain a leading school of choice. The recent ISI 2026 inspection noted our deep commitment to pupils' well-being, our broad and balanced curriculum, the breadth of opportunities on offer, and the success gained by pupils both academically and in other spheres).

Read more on our website: www.surbitonhigh.com

SURBITON

HIGH SCHOOL

Additional Information

Equal Opportunities

Surbiton High School is a member of the United Church Schools Trust, Charity Number 1016538 and is an equal opportunity employer. We expect all employees to act in a manner which is consistent with the Trust's principal objective: to provide education based on Christian principles. While we recognise that employees may come from other faith groups (as indeed do many of our pupils), we expect everyone in our community to conduct themselves appropriately in the light of this objective. As a School we, in turn, respect the different faiths of our colleagues and pupils, and welcome them and their contribution.

In Surbiton High School, male colleagues and those from ethnic minorities are under-represented among our staff; we would therefore wish to encourage them to apply. However, the aim of the selection process is to appoint the best possible candidate, and gender and ethnicity are not criteria for selection.

Eligibility for Employment

Surbiton High School is committed to safeguarding and promoting the welfare of children and young people and expects all who work at the School to share this commitment. Successful applicants will be subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Any offer of employment is thus conditional on clearance from the above, on the receipt of: two satisfactory references, a satisfactory medical questionnaire, proof of qualifications, overseas checks where applicable, and on proof of right to reside and work in the UK.

Choice of Referees

We wish to have someone who can write knowledgeably about your abilities to perform professionally in a position similar to this one. We also need to have the most recent possible references. Your referees should therefore normally include your current – or most recent – employer. If you are unable to supply referees who fit into the above categories, please explain this in your application. We shall carry out such further reference checks as are necessary to ensure the safety and welfare of children. Please provide professional, rather than home addresses for your referees, and supply email addresses in all cases.

United Learning
The best in everyone™

United Learning

United Learning is a unique group of independent and state schools working together to achieve the best in everyone. Our vision is to provide excellent education so that all young people are able to make a success of their lives and, if we are to realise this vision, we need to make sure we attract, develop and reward the key ingredient – you.