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Welcome

We are delighted that you are thinking of applying to work at this wonderful, vibrant and historic school.

Life at St Peter's is busy and this is a place where dedicated colleagues work hard in a friendly, supportive environment. The sense of community and collegiality is often referred to as a key strength of St Peter's alongside opportunities for personal and professional development. This is a school where excellent delivery is expected and where skills, interests and values are equally important. We want our whole school community to inspire the children we educate.

St Peter's consistently achieves outstanding academic results in A Levels, GCSEs and value added but our education goes beyond just academic achievement. Our pupils are nurtured, challenged and encouraged to have a fulfilling time at school and to make a positive impact on their world. All of our staff play a part in their journey.

We hope that you are inspired to join us and look forward to receiving your application.

Kind regards

Jeremy Walker
Head Master

About St Peter's School

St Peter's was founded by St Paulinus of York on the same site as York Minster in 627 AD. In the sixteenth century, the School was given a Royal Charter by Philip and Mary and, in 1575, the School's most infamous pupil, Guy Fawkes, attended St Peter's.

The School's connection with Guy Fawkes continues, with its campus in the Clifton area of York acquired in 1844 situated on land once owned by the Fawkes family. The School continued to evolve in the twentieth century, starting with the acquisition in 1901 of St Olave's Prep School. In 1976 the first girls were admitted to the School in the Sixth Form, and in 1987 St Peter's became co-educational at all levels. In 1994 the School purchased Clifton School and Nursery, enabling St Peter's to provide a seamless, continuous education from ages 2 to 18.

Our historic links with the Minster continue. In 2020 we became the choir school for York Minster, educating the boys and girls in the choir and supporting their busy schedule of rehearsals and services, alongside everyday school life. Members of the Chapter are represented on the Governing Body and the School is fortunate to use the Minster for annual events including the carol service, major concerts and prize-giving.

St Peter's sits at the heart of the community in York and Yorkshire with extensive links and connections. We are a key member of the York Independent State Schools Partnership, nationally regarded as a leader in the field, and host a variety of other events in partnership with the University of York and the York Literature Festival, alongside our own public lecture series. Plans for the future include increasing the number of pupils receiving assistance with fees and working more closely with the City of York Council and local schools.

Proudly located on a 50-acre riverside campus just 10 minutes' walk from the centre of York, St Peter's is an over-subscribed co-educational, day and boarding school which achieves outstanding examination results alongside an extensive co-curricular programme.

The School was named TES Independent School of the Year for 2021, as well as Pre-Prep School of the Year for a second time having previously won the award in 2018.

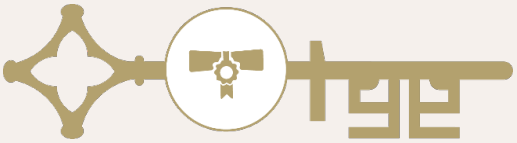
Today, the whole school works together to deliver a dynamic, all-round education that develops the abilities and enthusiasm of each of the 1,200 pupils on roll.

Aims and Ethos

Our aim is to prepare pupils to be successful and fulfilled in their adult lives, to be leaders with humility and to make a positive impact on their world. We define this as being able to make the most of their academic and personal potential, to have positive relationships in all aspects of their lives and to make an impact in their immediate communities and the wider world for the common good.

The Four Keys

St Peter's aims are achieved through the four Keys; qualifications, skills, interests and values.



Qualifications include excellent results in academic examinations and in wider areas such as music and drama examinations and the Duke of Edinburgh Award.



Skills developed through academic subjects are complemented by a broader range of skills required for a truly successful life. We are committed to offering our pupils a wide co-curricular programme to develop those skills not always attained in the classroom. These include those identified in the World Economic Forum's Future of Jobs Report (2020):

Emotional intelligence – Leadership - Social influence – Creativity – Originality – Initiative – Critical thinking - Persuasion and negotiation – Resilience – Flexibility - Complex problem-solving



Interests developed through the academic curriculum and the co-curricular are crucial in sustaining our pupils through their adult lives while fostering the acquisition of wider personal skills.
As importantly, it makes them interesting people who add value to others.



Values are the hallmark and bedrock of a successful life, giving sustenance in times of prosperity and adversity. The values developed at St Peter's enable our pupils to make complex, moral decisions and give them the courage to carry them out. They are:

Friendship – Trust – Wisdom – Compassion – Endurance – Hope - Humility



Our School Structure

St Peter’s School is one school arranged over three sections: St Peter’s Nursery, St Peter’s Junior School and St Peter’s Senior School.

St Peter’s Nursery

In January 2027, St Peter’s will open a year-round Day Nursery, operating 50 weeks a year, for babies from six months to children aged three. The Nursery will be based in The Rise, a beautiful Victorian property located on the edge of our campus.

Children will enjoy access to our 50-acre grounds, including dedicated outdoor play areas and Forest School, as well as specialist sessions in art, music, PE, and languages delivered by our teaching staff. Our Nursery will provide a safe, warm, and stimulating environment, underpinned by a progressive curriculum informed by research and evidence on child development and early years education. We are committed to ensuring every child experiences the joy and richness of a healthy, happy childhood.

St Peter’s Junior School

Educating children from Nursery to end of Year 6, St Peter’s Junior School is located on the southern part of the school campus. Whilst the Junior School has dedicated spaces for teaching, sports, performance, music, dining and much more, the school also has full access to shared facilities for St Peter’s School, such as the swimming pool, 50 acres of land and specialist facilities. Under the leadership of the Head of the Junior School and senior leadership team, the school deliver an

internationally recognised, innovative curriculum alongside a huge range of activities and wraparound care. St Peter's is the Choir School for York Minster and choristers are educated across the Junior and Senior School from Year 4 to Year 8.

St Peter's Senior School

The Senior School educates children from Year 7 to the Upper Sixth, located on the northern part of the school campus, sharing some specialist facilities with the Junior School. With a mix of day and boarding pupils, the school is underpinned by academic challenge characterised by a creative and collaborative approach. Inspiration from living in close proximity to a cultured and historic city adds further richness to the pupils' lives. Our pupils achieve outstanding academic results alongside a busy and exciting schedule of academic extension and a huge co-curricular programme.

The School's website and our most recent inspection reports can be viewed at www.stpetersyork.org.uk



About the Role

St Peter's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment by always complying with the school's Child Protection and Safeguarding Policy and Procedures. The successful applicant will be required to undergo statutory pre-employment checks, including a Disclosure and Barring Service check.

Post:	**IT Technician**
Department:	**IT**
Responsible to:	**IT Operations Manager**
Hours of work:	**During Term Time - Mondays – Fridays 8.30 am – 5.00 pm**
	During School Holiday - Mondays – Fridays 9.00 am – 5.00 pm
Salary:	**Up to £30,480 p.a. (Support Salary Scale)**

Overall purpose of the post.

To assist in all aspects relating to the support, maintenance and development of the School's IT and associated equipment. This includes, but is not limited to - PCs, projectors, Interactive TVs and mobile devices such as phones, tablets and laptops. To actively participate in the provision of a professional service which underpins the School's objective of providing a safe, secure and responsive learning environment.

The post holder is also required to support and participate in the physical aspects of IT installation and maintenance across the School estate. This includes safe lifting, movement and installation of equipment, working in plant rooms, teaching areas and non-teaching spaces, and collaborating with Estates, contractors and other trades as part of a wider project team during refurbishment, redevelopment and construction projects.

Key responsibilities.

- To provide first-line IT (and related) support to all pupils, visitors and staff whilst at the School and anywhere where the School maintains a presence.
- To provision, deploy, support and retire any IT (and related) services, hardware or software as directed by senior IT personnel.
- To assist in the support of the School's various software and hardware-reliant services, eg. MIS, Finance.
- To actively engage in maximising the efficient operation of the IT (and related) systems, advising on process or supplier improvements as appropriate.
- To provide support for the audio/visual needs for organised events as and when required (This can occasionally be out of hours support).
- To contribute to departmental documentation and knowledge bases, including recording solutions, processes and technical guidance.
- To escalate issues appropriately to senior IT staff or specialist teams when required.
- To support users with new software, including demonstrating its use when needed.
- To adhere to the School's written or otherwise, processes and procedures relating to the governance of its IT (and related) systems, including (but not limited to) preventative maintenance, audit, asset management and legislative compliance.
- To maintain satisfactory standards of safety and security in relation to the use and support of IT (and related) equipment.
- To undertake the safe movement, lifting, installation and removal of IT and AV equipment, including PCs, displays, interactive boards, servers, racking, cabling and associated devices, in accordance with School manual handling training and safety procedures.
- To conduct on-site work in classrooms, workshops, communal areas, plant rooms and external locations, ensuring safe working practices and adherence to site-specific requirements.
- To work collaboratively with Estates staff, external contractors and other trades during School refurbishment, redevelopment and construction projects, ensuring IT requirements are met and infrastructure is installed safely and correctly.
- To assist with infrastructure installation following appropriate training and supervision, including cable routing, containment, patching, wall/ceiling-mounted equipment, and environmental preparation of IT spaces, where appropriate training has been provided.
- To provide on-site IT and AV support for School events that take place during evenings and weekends, as required. This includes ensuring timely arrival to support setup, operation and pack-down of equipment.

General

1. Health & Safety - You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with, and adhere to, St Peter's School's Health and Safety policy.

2. School values – You have a duty to ensure your work, communication and approach conforms to the school's core values and mission. You will need to be aware and comply with school rules, policies and procedures at all times including, but not limited to, those relating to safeguarding, conduct, equality and data protection.

St Peter's School strives to be diverse and inclusive. We encourage applications from people who identify as Black, Asian or from a Minority Ethnic background, who are underrepresented at the school. The school is committed to providing equal opportunity to all employees and pupils. This means that employees are treated fairly, irrespective of sexual orientation, ethnic origin, religion, disability, age, gender, marital status or other reason. The post holder is expected to always comply with the provisions set out in law and the St Peter's policies on equality and diversity.

The school is committed to promoting a diverse and inclusive community – a place where we can all be ourselves and succeed on merit.

Note: This job description is not intended to be a comprehensive list of duties and responsibilities associated with the post. The post holder will be expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.

This job description may be amended at any time.

Person Specification

Criteria	Essential	Desirable	Assessment
Experience	• Knowledge and experience of IT (and related) systems, hardware and software.	• Working in an educational environment. • Understanding of supporting client technologies, e.g. Windows 11, PCs, laptops, iPads • Experience working in environments involving refurbishment, construction or multi-trade coordination. • Experience of installing physical IT or AV systems (e.g., cabling, brackets, wall-mounted devices, racking).	Interview Application form Appraisals/testing
Qualifications	• Good general educational background including GCSE Maths and English (spoken and written).	• Completion of an IT related qualification (or two years' experience in a relevant IT field)	Certificates or other proof of qualifications or knowledge acquisition Appraisals/testing/interview
Specialist Knowledge	• Knowledge of current computer desktop and mobile technologies, including hardware, software and cloud productivity services.	• Working knowledge of networking essentials, e.g. Cabling, patching • PC/iPad imaging and software packaging & deployment using Microsoft Intune/Jamf • Experience with audio/visual technologies • Knowledge of safe manual handling techniques and site-safety practices.	Interview Certification Courses attended
Skills/ Abilities	• Excellent communication skills (written and oral) • Excellent inter-personal and customer-service skills	• Ability to work safely in physically demanding environments and follow site-safety protocols.	Application Interview References

	• Able to take ownership of tasks and work on own initiative • Able to work within a team environment • Ability to organize and priorities work • Competent in using standard office productivity software (email, spreadsheets, documentation tools) • Able to remain effective when working under time pressure or responding to urgent issues.		
Personal Attributes and Disposition	• Committed to safeguarding and protecting children and young people • Problem-solver • Accurate and detail-driven • Able to work flexibly to meet the requirements of the post, including evenings and weekends • Ability to reliably attend to the School site for early starts, late finishes and short-notice support needs. This includes being able to attend evening and weekend events as required. • Comfortable working in dynamic physical environments (e.g., classrooms in use, refurbishment sites, mixed-trade areas).		Application Interview References

Employee Benefits

We are a happy, thriving 2-18 co-educational day and boarding school community that combines a high quality, all-round education with a forward-looking and exciting approach to learning.

Our staff are the key to our success. It is their expertise, enthusiasm and commitment that is reflected in our high standards and in the continued excellence of our outcomes. In return, we offer all our colleagues a competitive package.

Salary
All support staff are paid on an appropriate point on the St Peter's Support Staff Salary Scale.

Annual Leave
Employees on all-year round contracts are entitled to a basic entitlement of 25 days paid annual leave (this rises to 27 days after 5 years of service) each year plus public holidays (public holidays occurring when the School is in session are working days). Part-time and term time employees receive a pro-rata allowance of annual leave.

Additional days may be given at Christmas.

All holidays must normally be taken outside of term time.

Discounted School Fees
A discount of 50% on school fees is offered to eligible staff for a maximum of two children per family if a place is available and entry requirements are met. The discount is offered for children aged 4 -18 only.

For part-time staff the discount is calculated pro-rata based on the employee's working hours.

Pension
Eligible support staff are automatically enrolled into the St Peter's School Pension Scheme. Those who do not meet the government criteria for eligibility will be given the option to join/opt in. The School pays a contribution of 12% of the monthly salary and the employee is required to pay 6%.

Sick Pay
Where employees are unable to attend work due to sickness, there is a provision for sick pay. The duration of sick pay increases according to the employee's length of service.

Maternity, Paternity and Adoption Pay
Subject to qualifying criteria, the School offers enhanced allowances for Maternity, Paternity and Adoption Pay for all staff.

Employee Assistance Programme (EAP)
The School provides all staff with access to an Employee Assistance Programme.

An EAP is designed to help you deal with issues that may be affecting your home life, work, health and general well-being. It offers free confidential expert advice on a range of issues 24/7, 365 days a year.

Free School Lunches

Staff can enjoy a free meal during the lunch period in the School Dining Room. Lunch is provided on normal working days during term time. A selection of hot and cold food, beverages and sandwiches are available. The common rooms at all three Schools are well supplied with refreshments throughout the day.

Cycle to Work Scheme

Eligible employees can join our Cycle to Work Scheme (a salary sacrifice arrangement) that allows tax and National Insurance savings on the purchase of a bicycle (and related equipment).

Parking

Limited parking is available on site although alternative travel incentives may be available as part of our sustainable travel plan. All staff are encouraged to use alternatives to car travel wherever possible.

Sports Facilities

All staff can use the school sports facilities free of charge when they are not in use by the pupils. This includes a gym and swimming pool.

Training and Development

Our employees are encouraged to develop their skills and knowledge continually. Training and development opportunities may include gaining a professional qualification and other formal learning opportunities.

Application Process

How to Apply

To apply for this post, please submit a completed application via the link on the St Peter's School website.

The closing date for applications is **Friday 20th November at 10am.**

Early applications are encouraged as the school reserves the right to close the post early should suitable applications be received.

How to find us

You can find St Peter's School, York, at YO30 6AB. The School is less than fifteen minutes on foot from York Railway Station.

By Car

From York City Centre: Take the Thirsk Road (A19) at the Bootham Bar traffic lights. The school is 700m on the left, immediately after the footbridge.

From the A64: Take the Northern Ring Road (A1237). At the A19 roundabout turn towards the city centre. The school is two miles on the right, 300m after Clifton Green. Turn right into the school immediately before the footbridge that crosses the road.

Parking is available on site.

Living in York

York is often voted as one of the best places to live in the UK by The Sunday Times and with St Peter's School just 10 minutes' walk from the city centre, it is ideally placed to enjoy everything the city has to offer. York has tremendous connectivity with London less than two hours by train, Edinburgh just over two hours away and the moors, dales and coast within easy reach.

The city of York has much to offer. Its long history is evident through the Minster, medieval walls, Roman and Viking remains and many more sites of interest. There is a vibrant cultural scene with two theatres, galleries, museums and exhibitions. With two universities and a rapidly growing science park, the city is firmly on the academic map. Head offices for financial services, manufacturing, rail and government departments help to maintain a strong economy and plans are underway for the next phase of development in central York. There is a wide variety of excellent restaurants and shops, leisure facilities and sporting activities. Equally importantly, there is a strong community giving the combined advantages of a city and feeling like a small town to its residents.




St Peter's School
YORK