



# ASHFOLD

## SCHOOL



## Candidate Brochure

### ICT Support Technician

Required as soon as possible

## The Stowe Group

The Stowe Group of schools (Stowe, Ashfold, Swanbourne House and Winchester House) is situated on four separate sites in Buckinghamshire and Northamptonshire and educates children from 3-18 years. Within The Stowe Group there are more than 1,800 pupils and 800 members of staff. The schools occupy sites of historical significance in Swanbourne, Dorton, Brackley and the world-famous landscape gardens at Stowe, where we work with The National Trust to manage 880 acres and open the grounds to over 200,000 visitors a year. Stowe House is open to the public during the School holidays and for guided tours during term time. The Stowe Group is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. In 2021, The Stowe Group launched its transformational Change Makers vision and Change 100 programme.

Ashfold is a leading prep school for approximately 240 boys and girls aged 3-13 years. The School is set in 30 acres of beautiful grounds on the edge of the village of Dorton in the Buckinghamshire countryside and includes 5 sports pitches, AstroTurf, netball and tennis courts and woodland.

We are seeking to appoint an **ICT Support Technician** to join the ICT team at Ashfold School.

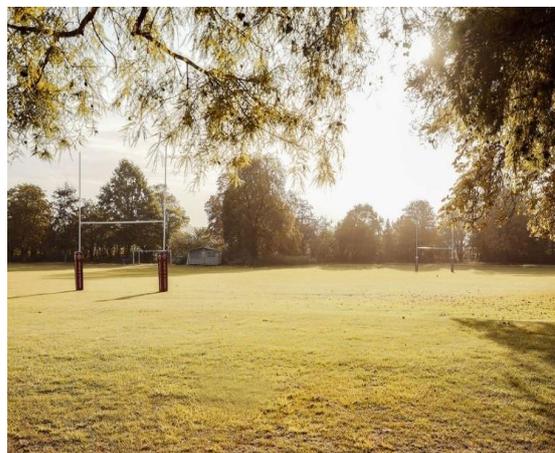
**Accountable to:** Prep ICT Manager – Prep Schools

**Department:** ICT

**Hours of work:** An average of 37.5 hours per week but flexibility is required according to the needs of the Department

**Salary:** £26,000 - £30,000 per annum dependent on skills and experience

**Purpose of role:** Providing First Line & some second line ICT support for the diverse array of services and personnel within the School, including core data systems.



## **Key Tasks:**

### **Key Responsibilities and Accountabilities:**

- Providing support, guidance and development for learning and administrative services within the School for IT and key data systems.
- To support a rapidly developing ICT environment which embraces the provisioning and configuration of a diverse array of systems including AV, communications, print and information services.
- To foster new ideas and experiences, participate and encourage the development of initiatives and embrace the process of change as a part of working day.

### **Key Tasks:**

1. Provide first-line and some second-line support to colleagues, pupils and the wider community.
2. Assist with the maintenance of ICT equipment and rooms.
3. To configure, install and support desktop or mobile devices.
4. To install and maintain printers and other peripherals.
5. To work with the Group data team to configure and maintain core data systems such as iSAMS, SOCS, HR Pro, iFinance etc.
6. To check the School's ICT Support helpdesk and respond to requests in a timely manner.
7. To install and configure software, including mobile and remote software tools, under the direction of the IT manager
8. To help in the support of the school's wireless and communication systems.
9. To install and maintain audio-visual equipment used in classrooms.
10. To set up audio-visual equipment for presentations or school events.
11. Assist in keeping the ICT software/hardware inventories up to date.
12. To provide support to the IT manager with information to order and manage stock of equipment, leads, etc.
13. To assist with the planning and execution of the configuration of devices for various school-wide events.
14. Commission, maintain, test, and, if possible, repair electronic/computer systems, associated peripherals and AV equipment, ensuring this equipment complies with health & safety legislation.
15. To always ensure adherence to statutory Data Protection and Health and Safety Legislation.
16. To support and deliver one-to-one or group training to individuals, for e.g. Data protection, Multi-factor authentication, data systems such as iSAMS, etc.
17. To undertake ad-hoc duties as requested by the IT Manager or Group Director.

The school reserves the right to vary the starting and finishing times if deciding to do so temporarily or on a continuing basis, while not increasing your overall average working week of 37.5 hours other than where overtime is required or to meet emergencies. Any hours worked more than 37.5 will be taken as time off in lieu and managed by your line manager

## Safeguarding

The welfare, health and safety of all those who learn, work or visit Ashfold School is our prime concern. The post holder is responsible for promoting and safeguarding the welfare of children and young people for whom they are responsible or with whom they come into contact. They must adhere to and ensure compliance with the school's safeguarding policies and procedures at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of the children at the school they must report any concerns to the school's Designated Safeguarding Lead or to the Head.



## Vision & Ethos



The Group's talented and committed workforce is one of our greatest strengths. We are committed to fostering team engagement, attracting, mentoring, developing and retaining our best teachers and support staff. We focus on employee wellbeing, provide various opportunities for professional growth and we create a culture of community and partnership.

**We are  
Change Makers**

**Person Specification:** The selection of candidates for short-listing will be based on this specification, and candidates should bear this in mind when preparing their application and completing the application form

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>Microsoft/IT Support qualifications (e.g. CompTIA A+/N+/ITIL/ CCNA)</li> </ul>	<ul style="list-style-type: none"> <li>Microsoft Azure fundamentals</li> <li>M365 Administrator.</li> </ul>
Specialist Skills and Experience	<ul style="list-style-type: none"> <li>Experience providing hands on support for PC's and all peripherals including printers and projectors</li> <li>Coordinating and organising support requests</li> <li>A good background in Microsoft Active Directory, Azure AD, Intune and M365 applications.</li> <li>Windows based systems setup, configuration, and support</li> <li>Experience maintaining Audio Visual Equipment</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in an educational setting</li> <li>Administration experience of data systems</li> <li>Knowledge of GDPR/Cybersecurity principles and practices</li> <li>Microsoft Windows Servers</li> <li>Experience in supporting mobile technologies</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>Excellent time management, administration, and organisational skills</li> <li>Strong interpersonal &amp; communication skills</li> <li>Flexible and energetic</li> <li>Pleasant, helpful personality</li> <li>Initiative and common sense</li> <li>Ability to deal confidentially with queries and work independently.</li> <li>Readiness to take responsibility for the resolution of problems</li> </ul>	

This job description and Person Specification reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder

**Date Agreed: November 2025**



### Terms and Conditions

- The role attracts a salary of £26,000 - £30,000 per annum dependent on skills and experience.
- The role is for 37.5 hours per week, 52 weeks per year.
- Annual leave is 25 days plus 8 days bank holidays.
- The School operates a support staff group pension scheme and colleagues are enrolled automatically in the scheme.
- Free school meals and refreshments are provided at School during term time.
- Access to an array of Stowe Group benefits [Stowe - Colleague Benefits](#)

### The School

The school week runs from Monday to Friday and there is no Saturday school. We offer optional casual boarding which is very popular. Ashfold is broadly non-selective at the point of pupil entry and follows a wide and challenging curriculum to prepare pupils for both Common Entrance and Scholarship examinations. The majority of pupils remain at the School to the end of Year 8.

Pupils move on to a wide range of leading independent day and boarding senior schools with many of our children gaining scholarships or awards to their senior schools.

Ashfold has been awarded 'EXCELLENT' in all categories by the Independent Schools Inspectorate (ISI) following our recent Compliance & Educational Quality Inspection. A double "excellent" is the highest possible outcome for a school during a full Focused Compliance & Educational Quality Inspection.

Inspectors stated that the school was:

- **excellent**, both for the quality of pupils' academic and other achievements, and
- **excellent**, for the quality of pupils' personal development.

Further information can be found at [Latest report marks us 'excellent' - Ashfold School](#).

## **Applications**

Those wishing to be considered for the post should download and complete an Application Form. Completed applications should be emailed to the HR Department, [HR@ashfoldschool.co.uk](mailto:HR@ashfoldschool.co.uk)

Applications not submitted on the Ashfold Application Form, or applications not completed in full, will not be considered.

As part of the shortlisting process, the School will carry out an online search on shortlisted candidates only as part of its due diligence.

Ashfold School encourages early applications and reserves the right to close this vacancy and appoint prior to the application closing date if we receive a sufficient number of suitable applications. Ashfold is committed to the protections and safety of its children. Applicants will be required to undergo child protection screening appropriate to the position, including checks with past employers and the Disclosure and Barring Service (DBS). The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask applicants to declare all convictions and cautions (including those which are 'spent' unless they are 'protected' under the DBS filtering rules) in order to assess their suitability to work with children.

If you would like to discuss any aspect of the post in greater detail, please contact the HR Department on 01844 238237 or email [hr@ashfoldschool.co.uk](mailto:hr@ashfoldschool.co.uk).

