KING JAMES'S SCHOOL
KNARESBOROUGH

Candidate Information







Employee Benefits



Financial Benefits

We are delighted that we are able to provide you with access to a large range of employee benefits at King James's School.

Access to contributory pension schemes:
Local Government Pension Scheme (18% employer contribution).
Salary sacrifice schemes (e.g. cycle to work, technology and car schemes).
Discount vouchers for the high street, entertainment and supermarket shopping through Vivup.
Subsidised onsite catering facilities.



Well-being support

Health Assured Employee Assistance Programme:
Free, confidential 24/7 support and counselling.



Leave and Perks

Generous annual leave starting at 28 days (non-teaching staff), rising to 34 days plus bank holidays with service.
Free ample onsite parking.
Membership discounts at leisure centres.

Some of these offers are subject to conditions and may change. See provider for full details.

Note from the Headteacher

Thank you for your interest in working at King James's School.

I would say at the outset that this is a very rewarding school in which to work.

At King James's School, our core values—Ready, Respectful, and Engaged—are at the heart of everything we do, shaping the attitudes and behaviours of our students and staff alike. Guided by our vision "To set no limits on what we can achieve," we foster a culture of high aspiration and continuous growth. As a school grounded in unconditional positive regard, we believe that strong, respectful relationships form the foundation of effective learning and personal development. Our relationship-based approach ensures every student feels valued, supported, and empowered to thrive, while our staff are committed to nurturing an inclusive and inspiring environment where everyone can succeed.

We have plenty of skills and qualities that we consider important, but we also have a lot to offer to prospective candidates. First and foremost, the students here are great to work with. It is a comprehensive school and our students reflect the full range that you would find in any area, but the vast majority are well-motivated students willing to learn and to contribute to their school community. The local community is very supportive of the school; the catchment area is well defined and we have excellent relationships with the local parents who choose to send their children here. We fill up each year with pressure for places from beyond our catchment area. Knaresborough and North Yorkshire is not just a great place to teach, it is a great place to live.

The extra-curricular life of the school is rich. Most staff who work here involve themselves in it; there really is a vibrancy here that is difficult to match. We have a committed staff (teaching and non-teaching) who go the extra mile. Almost without exception, teachers go above and beyond the core delivery of lessons to enhance the enrichment opportunities for the students.

The ethos here is one of the strengths. Even though we have a charter going back to 1616 we are a very forward-facing school with an open and friendly ethos. We are highly inclusive and we have a strong reputation for delivering outstanding care and outcomes for students with SEND, alongside an enviable output to top university courses from our high-performing A level students. Our A level results place us in the top 20% of providers nationally consistently, year on year.

We are demanding of our staff, teaching and associate staff. We believe that our community deserves an outstanding school and we strive to be outward facing, never resting on our laurels and always seeking further improvement. We expect students and staff to embrace challenge and to see resilience and hard work as the route to success. At the same time, we have a very strong commitment to the development and training of all staff, teaching and non-teaching. This is a school in which the opportunities for your personal development are rich.

We believe in collaborative working with other schools. We are proud of the relationships that we have fostered, including taking the lead role within the White Rose Alliance for School Direct. We are also federated with another local school, Boroughbridge High, for whom we provide 6th form provision and some non-teaching support.

Thank you for considering King James's School and we look forward to receiving your application.
Miriam Oakley
Headteacher

Senior ICT Technician

Grade G, Scale Points 13-18 (£30,023 - £32,578 per annum)

37 hours per week, Full-Time, Full Year

Required for Immediate Start

King James's School is offering an exciting opportunity to work as a Senior ICT Technician within the heart of our vibrant, modern Federation of schools.







You must be available to work across the Federation and will assist in the maintenance of ICT software, hardware and related equipment and provide support to staff and students. This job will involve liaising with departments across three schools to improve workflows.

You will be a dynamic and self-motivated individual with good time management skills and the ability to work under pressure to meet deadlines. Previous experience of all aspects of ICT Technical support provision and managing server related technologies and software are essential.

In return we offer a competitive salary, 28 days annual leave per year (plus bank holidays) which increases to 34 days after 5 years' service, access to a contributory local government pension scheme and other additional staff benefits.

The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment.
An Enhanced DBS check will be required for this post which will be arranged for the successful applicant.

Completed applications must be submitted via email to: recruitment@king-james.co.uk and be received by: **Tuesday 17th November 2026**

We are accepting applications and will review submissions as they are received. We reserve the right to close this vacancy and commence the interview process once a sufficient number of suitable applications has been received. Therefore, we encourage interested candidates to apply at the earliest opportunity.

Please note that previous applicants need not apply.

Please note that CVs will not be accepted.

Information on the IT Services Team

Here at King James's School you will be working within a highly skilled team providing support across both King James's School and Boroughbridge High School within our Federation as well as supporting Boroughbridge Primary School. This encompasses 2000+ students and over 300 staff. The IT Services Team plays a key role within the Business Services Team.

The successful candidate will be joining a highly motivated, friendly and skilled team offering a key service. Using these skills we have been able to increase capacity and quality while reducing unnecessary spending.

The team currently consists of a Senior Network Manager, one Senior Technician and one IT Technician with a secondary Senior Technician post to be filled. We use an online Helpdesk facility to manage and distribute workloads.

King James's is mainly a Microsoft environment with Hyper-V servers, Windows clients and Office 365. We also support Apple iPads which are supplied to all teachers and key support staff as well as providing a BYOD solution to our Sixth Formers. We have 13 computer suites and strive to invest in the latest technology and network solutions. We have recently pushed more into the SharePoint and Teams Classrooms ecosystem and are working towards a Microsoft InTune management system

Boroughbridge High uses VMware virtual servers with Windows clients and Microsoft Office. For online Distance Learning and collaboration, we make use of Google Workspace with integrated Google Classroom. We also support laptops which are supplied to all teachers.

Boroughbridge Primary has a mixture of Windows clients and Chromebooks. The school makes extensive use of Microsoft Teams and SharePoint.

The majority of IT systems are managed in-house rather than contracted out. This means we are involved in the maintenance and management of additional systems such as CCTV, telephony and website management amongst others, requiring a wide variety of IT skills and experience. Our sites are built on either a Wordpress or Wix CMS's, so experience of those systems or similar would be advantageous. We also occasionally provide support in the creation of promotional materials, so the experience and use of the Adobe Creative Cloud suite would be a plus for the successful candidate.

We are committed to providing a high quality and reliable teaching environment. You will be part of our push to develop our Distance Learning provision to extend this quality out into the home. We also aim to develop greater links and cross-site integration with a wide range of systems.

How to Apply

Please complete the King James's School teaching application form.

Please use the section "Experience & Qualities relevant to the Post" on the application form to demonstrate how you can meet the criteria given in the advert.

Please note CVs will not be accepted. Please do not enclose a covering letter as this will not form part of your application.

We are committed to safeguarding and promoting the welfare of young people and expect all members of staff to share this commitment.

An enhanced DBS disclosure is required for this post through North Yorkshire County Council. This will be arranged for the successful applicant.

Your completed application form must be submitted via email to:
recruitment@king-james.co.uk **and be received by: Tuesday 17th November 2026**

Thank you for your interest in this post. If you have not heard from us within 21 days of the closing date, please assume your application has been unsuccessful. In that event, may we wish you well in your search for a suitable position.



Children and Young People's Service

King James's School

JOB DESCRIPTION

POST:	Senior ICT Technician
GRADE:	G
RESPONSIBLE TO:	Senior Network Manager
STAFF MANAGED:	N None
POST REF NO:	JOB FAMILY: P&T S
JOB PURPOSE:	To contribute to developing and implementing the Federation's ICT strategy and services provision. To respond to identified need, ensure continuity of service and achieve planned reporting objectives and deadlines. To support the Senior Network Manager in ensuring the smooth running of the school education environment. Assist in the maintenance of ICT software, hardware and related equipment and for the resolution of identified technical problems, as well as providing support to staff and pupils to ensure administration and learning outcomes are maximised
JOB CONTEXT:	Expected to work on-site across the schools to work at a strategic level under the supervision of the Senior Network Manager. Enhanced DBS Clearance required
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational Management	• Contribute to the effective performance and service provision of ICT services within the Federation to minimise disruption • Participate in the collection, collation, processing and storage of data and information to comply with school reporting requirements • To diagnose and resolve complex network, software and hardware faults • Implement routine manual and computerised systems, practices and procedures to ensure that data and information is current, relevant, effectively and securely collected and that reporting complies with planned outcomes and obligations, reporting any concerns as required • Maintain the integrity and security of all systems by use of appropriate user protocols and undertake related monitoring and reporting • Provide user support to identify and respond promptly to system or process issues that arise within an agreed framework of performance criteria • Provide support in maintaining the Federation websites using relevant CMS tools • Support, where required, the creation and publication of a variety of printed and digital media including posters and digital graphics • Implements contingency arrangements to respond to any unforeseen or unplanned circumstances that may arise to maintain the safety and security of data and information, maintain security and minimise disruption • To lead on projects as required including ICT security and efficient use of resource

	• To maintain an up to date knowledge of ICT developments

	• Support teaching staff and pupils in technical aspects of ICT • Maintain computer files by backing up, archiving and deleting information as appropriate • To undertake development work to enhance existing systems or to assist in the preparation of new solutions. • Install, upgrade/maintain and manage wireless network.
Communications	• Communicate effectively with all staff, contractors and pupils • Liaise with all areas of the school and outside organisations as appropriate • Communicates with staff and pupils as part of ICT technical support to solve complex issues and provide ICT related advice on service provision • Provide appropriate ICT training, when necessary
Resource management	• Maintain an inventory of software and hardware. • Responsible for installing, testing and maintenance of computer hardware and software • Responsible for updates and upgrades to all software.
Strategic Management	• Contribute to ICT related policies and strategies for the school. • Contribute to the overall security of the ICT network for the school. • To provide essential administrative duties across the entire school in the absence of the Senior Network Manager
Safeguarding	• To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.
Systems and Information	• Share information appropriately • Responsibility for ensuring maintenance of a comprehensive database of all support requests • Create and manage all network user accounts, ensuring correct access rights and audit as required • Ensure data stored on the system is current and that out of date data is archived
Date of Issue:	September 2024

PERSON SPECIFICATION

JOB TITLE: **Senior ICT Technician**

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
Knowledge • Up to date theoretical knowledge of ICT, equipment, hardware and software applications • Theoretical knowledge of ICT management techniques and practices • Knowledge of Microsoft Office Applications and other software packages • Up to date knowledge of developments within ICT	• Awareness of Educational issues
Experience • Experience of all aspects of ICT technical support provision • Experience of managing server-related technologies and software • Experience of working in an ICT related environment • Experience in Information Security	• Experience of managing a SharePoint/Teams or Google Workspace environment • Experience of developing ICT related policies • Project management experience • Experience of delivering technical/specialist training • Experience of creating and/or using Power Automate work flows
Occupational Skills • Good time management skills and ability to work under pressure and meet deadlines • Good literacy and numeracy skills • Self-motivated to complete required duties • Confidentiality • Excellent written and verbal communication skills: able to communicate effectively and clearly with a range of staff, pupils and parents. • Demonstrable ICT skills and ability to use them as part of the learning process • Ability to exercise initiative • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. • Problem Solving and analytical Skills • Organisational skills	• Training skills • Experience of Microsoft Configuration Manager or InTune • Web design and/or graphical design skills, primarily using Adobe Creative Cloud • Managing and editing Wordpress and/or Wix based websites or using similar CMS systems

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
Qualifications • NVQ Level 4 or equivalent in a ICT related subject • Evidence of Continuing Professional Development • Willingness to undertake training relevant to the role	
Other Requirements • Have the ability and means to travel to Boroughbridge to provide support as required • To be committed to the school's policy and ethos • Ability to work outside of school hours	