

IT Technician

Candidate Information



Principal's Welcome



(left to right)

- Kate Parsons, Assistant Principal
- Dan Hards, Principal
- Sagar Patel, Deputy Head
- Anna Mawson, Assistant Principal

- We firmly believe that Esher Sixth Form College offers an ideal environment in which students can embark on the next stage of their educational career and one in which they can be able to thrive academically and grow as an individual.
- We are committed not just to their academic success, but also in ensuring that they can develop the skills and qualities that will help them to prepare for the future. We have a strong track record in providing the appropriate support to allow our students to successfully progress to the next stage in their careers, whether that be higher education, an apprenticeship or employment.
- When you join us, you will become part of a community with over 2000 full-time students from more than 100 different schools, each following an individual study programme relevant to their needs and ambitions. You will find a friendly and vibrant atmosphere where positive relationships are always promoted.
- We enjoy excellent accommodation and facilities, including a highly sophisticated IT system and an attractive campus environment. Our teaching staff are specialists in post-16 education, both in their subject areas and in the support they provide through our tutorial system. We pride ourselves on a successful record in enabling students from all types of backgrounds to reach their full potential.

Our College



- Based in Thames Ditton, Surrey, we are specialists in educating 16-19 years olds and deliver outstanding results in 40+ A Level and vocational courses.
- As well as being committed to academic success; we also believe our College community offers the ideal environment to help develop the life skills and qualities that individuals need to prepare for university, apprenticeships and employment.
- “The students have exceptionally positive attitudes towards their education and that as a result learners are highly motivated, committed to their studies and thoroughly enjoy their time at Esher Sixth Form College.”
– Ofsted, September 2022





Esher
Sixth Form College

Entrance

CCTV in Operation



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Role and Opportunity

The Role

We are looking for a friendly, proactive and technically confident IT Technician to join our IT team. This is a varied, hands-on role providing first-line support to staff and students and helping to ensure the College's IT systems and equipment run smoothly. You will support a wide range of technology, including laptops, desktops, Microsoft 365, networks and other College IT equipment, as well as helping with new staff inductions, College events and computer-based examinations. This is a great opportunity for someone who enjoys problem-solving, working with people and developing their technical skills within a busy and supportive educational environment.



Job Title: IT Technician

Reports to: Network Manager

Salary

SFCA Support Staff Scale Points 8-10

£26,344 to £27,733 FTE, pro rata.

Working Hours

36 hours per week, Monday to Thursday, 8.30am to 4.45pm, and Friday, 8.30am to 4.30pm, with a one-hour unpaid lunch break each day.

Job Description (page 1 of 3)

Main Purpose

Provide 1st line support for all users of the College IT systems.

Contribute to the day-to-day support, maintenance, and development of the College IT infrastructure, including the wired and wireless networks, desktop and laptop computers and other peripherals.



Job Description (page 2 of 3)

- Provide a high level of 1st line support to all users of the College IT systems, including staff and students. This may include:
 - Answering support calls
 - Helping students and staff use the common software packages, such as Microsoft Office and the Adobe Creative Suite
 - Resetting users' passwords and MFA settings
 - Helping staff and students setup and configure personal devices e.g. setting up College WiFi, email and Microsoft Authenticator on mobile phones
 - Replenishing toner and ink in photocopiers and printers
- Liaise with the supplier for repair, servicing, and supply of printer & copier equipment as per warranty and support arrangements.
- Monitor stock of items such as toner, ink, staples and projector bulbs and place orders to replenish supplies.
- Help maintain the College's IT asset register.
- Set up and support scheduled College events for Marketing, Parents, and Students (up to a maximum of 5 events per academic year) such as Welcome to Esher, Open Evening, Parent Information Evening, PR evenings (online), Tutor Evenings, and Higher Education Evening. This support will be recognised through the payment of extra contracted days equivalent to 20 hours of work, not through overtime.
- Assisting with the replacement of devices such as workstations, laptops, telephones,
- Assist staff in use of Teams and Microsoft SharePoint sites

Job Description (page 3 of 3)

- Assist staff in use of Teams and Microsoft SharePoint sites
- Induct new staff how to use College IT systems and setup of laptops for new staff.
- Ensure that daily and weekly server backup tasks (such as rotation of tapes) are completed successfully
- Help maintain the security of the College IT systems.
- Provide support for computer-based exams.
- To demonstrate an awareness and commitment to equality and diversity, health and safety and safeguarding.
- To do other tasks as reasonably requested by the Principal from time to time

Application Process



Closing Date:

9am Monday 5th October 2026

Interviews:

Tuesday 13th October 2026

Start Date:

16 November 2026, although there is some flexibility for the right candidate.

Staff Benefits



Secure Your Future

Enjoy one of the best pension schemes in the UK, the Local Government Pension Scheme, with generous employer contributions and long-term peace of mind.

Balance Your Work and Life

Benefit from a structured working pattern that supports a positive work-life balance, alongside generous annual leave .

Grow Your Career

Develop your confidence and professional expertise through an induction programme aligned to your experience and background, alongside access to training and continuing professional development opportunities relevant to the role and wider sector.

Feel Your Best

Stay healthy with free access to our on-site gym, weekly yoga classes, annual flu jabs, and discounted memberships at local fitness clubs.

Get Support When You Need It

Access free, confidential support for mental health, finances, and personal challenge any time, any day via the Employee Assistance Programme.

Commute with Ease

Save time and money with free on-site parking, great train connections just 5 minutes away, and a tax-free Cycle to Work scheme.

Safeguarding and Child Protection

- Esher Sixth Form College is committed to safeguarding and promoting the welfare of all students. We aim to provide a safe, supportive and inclusive environment where every student feels respected, valued and able to thrive.
- All staff receive regular safeguarding training, and our dedicated safeguarding team works closely with students, families and external agencies to support wellbeing and safety. Safeguarding includes protecting students from abuse, neglect, exploitation, online harm and radicalisation.
- The College follows safer recruitment practices, including enhanced DBS checks for all appropriate staff.
- Further information is available on the College safeguarding webpage [here](#)



Person Specification (page 1 of 2)

Qualifications and Professional Development

Essential	Desirable
Good standard of education, including English and Maths.	Relevant IT qualification or technical certification, such as CompTIA, Microsoft certification, BTEC/Level 3 IT qualification, or equivalent.
Evidence of good general IT knowledge and technical aptitude.	Evidence of relevant continuing professional development or technical training.

Personal Qualities

Essential	Desirable
Friendly, approachable and able to provide a high standard of support to staff and students.	An interest in developing technical knowledge and progressing within IT Support
Patient and able to communicate confidently with users who have different levels of IT knowledge.	
Proactive, practical and willing to take ownership of problems through to resolution.	
Able to work effectively both independently and as part of a team.	
Reliable, organised and able to work calmly under pressure.	
Commitment to equality, diversity and inclusion.	
Commitment to safeguarding and promoting the welfare of children and young people.	

Experience

Essential	Desirable
Experience of providing IT support or helping others resolve technical problems.	Previous experience in an IT support, helpdesk or technician role.
Experience of using Microsoft Windows and Microsoft 365 applications	Experience working within a school, college or other educational environment.
Experience of installing, configuring or troubleshooting computers, laptops and peripheral devices.	Experience supporting wired and wireless networks.
Experience of dealing with users and providing a helpful, customer-focused service.	Experience supporting printers, photocopiers, projectors and other AV equipment.
Ability to diagnose and resolve straightforward hardware and software issues.	Experience supporting computer-based examinations or College events.

Person Specification (page 2 of 2)

Knowledge

Essential	Desirable
Good working knowledge of Microsoft Windows and Microsoft 365, including Teams and Office applications.	Knowledge of Microsoft SharePoint.
Understanding of computer hardware, software and peripheral devices.	Knowledge of Active Directory, user accounts, password resets and Multi-Factor Authentication (MFA).
Good problem-solving and troubleshooting skills, with the ability to work methodically to resolve issues.	Understanding of basic networking concepts, including Wi-Fi and network connectivity.
Good verbal and written communication skills, with the ability to explain technical information clearly to non-technical users.	Awareness of IT asset management and inventory systems.
Ability to prioritise tasks and respond effectively to competing support requests.	Awareness of backup procedures and server environments.
Good organisational skills and attention to detail.	Knowledge of Adobe Creative Suite
Awareness of the importance of cyber security, data protection and confidentiality when working with IT systems.	Understanding of cyber security within an educational environment

Esher Sixth Form College

Esher Sixth Form College Academy Trust

- Esher Sixth Form College Academy Trust is the governing body of the College and consists of volunteers drawn from the local community. Trustees or Governors include staff, student and parent members.
- The trustees (or Governors) bring a wide range of expertise to Academy affairs, including business, finance, human resources and local government. External members are appointed by the members of the Academy Trust, while staff, student and parent trustees are elected by their peers.
- The Academy Trust has ultimate responsibility for the strategic direction for the College and its overall performance.

Esher College Mission Statement

“We are specialists in sixth form education who are committed to creating a culture of high expectations and outstanding achievement.”



Esher College Values

- Inclusion: We actively embrace diversity, ensuring every community member is valued, respected, and provided with equal opportunities for growth and participation.
- Community: We cultivate a vibrant community characterised by collaboration and mutual support where everyone contributes to our collective and individual successes, fostering a strong sense of belonging and shared purpose.
- Empowerment: We champion autonomy and aspiration, empowering every individual to actively shape their educational and professional paths to achieve their full potential.

How to find us

Address

Esher Sixth Form College
Weston Green Road
Thames Ditton
Surrey KT7 0JB

Tel: 020 8398 0291

Please note

The main College car park is accessed from the Weston Green Road entrance. If you are using Sat Nav – please be aware that the College postcode (KT7 0JB) takes you to the back of the College and you will not be able to enter the car park via this route.

- The College is just a few minutes' walk from Thames Ditton and Esher train stations, as well as being served by several bus routes.
- Set in a leafy residential neighbourhood close to Hampton Court Palace, Bushy Park and Kingston, we are within easy reach of the M25, M3 and A3
- Esher Sixth Form College can be reached on the SWT Line from Waterloo to Hampton Court (Waterloo, Vauxhall, Clapham Junction, Earlsfield, Wimbledon, Raynes Park, New Malden, Berrylands, Surbiton, Thames Ditton, Hampton Court). Trains run every half-hour and the College is less than a **5 minute walk** from Thames Ditton Station.

Alternatively, a fast service is run by SWT between Waterloo and Guildford. Trains run every half-hour and the College is a 15 minute walk from Esher Station.

- We actively encourage cycling to and from College and have on-site parking for 300 bikes, 240 of which are covered– a large area of covered cycle racks in the staff car park near the main student entrance is available for use by cyclists. We strongly advise the use of cycle helmets.

