



ST MARY'S CALNE

JUNIOR IT TECHNICIAN

FULL-TIME

FROM JULY 2024

APPLICANT PACK



WELCOME TO ST MARY'S CALNE



Acting Head: Mrs Diana Harrison
MA (Cantab), PGCE (Bristol), CPP (Roehampton)

A recognised leader in the field of girls' independent boarding education, St Mary's Calne is home to approximately 360 girls aged 11-18, including 120+ girls in the Sixth Form. Sharing the site with St Margaret's Prep School, the IT team support staff students across both schools. The team is led by the Director of ICT (site wide) and consists of the Network Manager, a Senior IT Technician and two additional permanent Technicians.

Job Overview:

The Junior IT Technician will help to support the busy internal helpdesk working with both staff and pupils to troubleshoot any IT issues that may arise. Working within a small team, the post holder will also assist the Network Manager in the maintenance and development of new IT services. See the full [job description](#) for more details.

St Mary's is committed to safeguarding and promoting the welfare of pupils. Due to the nature of the work involved, the successful applicant will be required to undertake an Enhanced DBS check. We are an equal opportunities employer and committed to ensuring all applicants will be treated in a fair and equal manner and in accordance with the law regardless of gender, marital status, race, religion, colour, age, disability or sexual orientation.



BENEFITS OF WORKING AT ST MARY'S CALNE

St Mary's Calne offers an enriching working environment within the beautiful Wiltshire countryside, with easy transport links from Chippenham and Swindon.

The school is set in its own attractive 24 acre grounds shared with St Margaret's Prep School. The professional Kitchen is fitted with modern, up-to-the-minute equipment, and boasts a purpose built attractive servery area.

The benefits of working at St Mary's include:

- Membership to a pension scheme (subject to eligibility) with generous employer contributions.
- Discounted membership of the on-site St Mary's Calne Sports Club offering a variety of fitness classes including yoga, pilates, zumba & spinning, plus use of the gym and swimming pool, all included in the membership.
- Complimentary meals in the Dining Hall during term time.
- Free on-site parking.
- Employee Assistance Programme offering free services and access to experts to aid professional and personal life, such as legal and finance advice, and health, well-being and medical support.
- Access to the school Library Services and the School Shop.
- On the job in-house training from our experienced Senior Chefs, to ensure a smooth transition to a school kitchen for those joining us from an alternative food background.
- Experienced, supportive colleagues.
- School Fee remission for daughters educated at St Mary's Calne (day or boarding for ages 11-18), and for sons or daughters educated at St Margaret's Prep School (day school and nursery for ages 2 to 11).



JOIN ST MARY'S - HOW TO APPLY

Research tells us that applicants (especially those from under-represented groups) can be put off from applying for a role if they do not meet all the criteria. If you think you would be a good match for this role and can demonstrate some transferable experience please apply, regardless of whether you tick every box.

Further information about the school may be viewed on the website:
www.stmaryscalne.org

In order to ensure that all applicants are assessed equally and fairly, and to ensure compliance with our safer recruitment procedures, applications will only be accepted on a school application form which can be downloaded from the Vacancies page of the school website or can be sent on request from:

Mrs Nina Clark, HR Manager

Email: recruitment@stmaryscalne.org

St Mary's School, Calne, SN11 0DF

Tel: 01249 857 300

A fully completed application form, together with a covering letter explaining your suitability for, and interest in, the role, should be sent to the above email address.

Receipt of an application will be acknowledged as soon as possible.

Closing date for applications: Sunday 28th January 2024

All members of staff are expected to have proper regard for the school's safeguarding policy and procedures which includes undertaking necessary training. An enhanced DBS check is required for every member of school staff, this will be carried out by the school on appointment of a new staff member. For information, extracts from the school's Child Protection policy are appended on the final page of this document.



APPENDIX 1:

EXTRACT FROM ST MARY'S SCHOOL CHILD PROTECTION

St Mary's Calne fully recognises its responsibilities for Child Protection.

We are dedicated to safeguarding and promoting the welfare of our pupils, regardless of sex, race, disability, religion or belief, gender reassignment, pregnancy and maternity, or sexual orientation. We follow the child protection procedures set out by Wiltshire's "Safeguarding Vulnerable People Partnership". We understand the need to engage with the Safeguarding Vulnerable People Partnership and the statutory duty to cooperate if the school is named as a relevant agency. We have regard to statutory guidance issued by the Department for Education "Keeping Children Safe in Education 2023" and are aware of our obligations under the Human Rights Act 1998 and Equality Act 2010. Our policy takes full regard to "Working Together to Safeguard Children 2018" (WT), "What to do if you are Worried a Child is Being Abused (2015)" and the National Minimum Boarding Standards (2023).

At St Mary's we have a 'Nominated Governor' to take leadership responsibility for the school's safeguarding arrangements.

What is safeguarding?

Safeguarding can be defined as promoting the physical and mental health, safety and welfare of all pupils.

Safeguarding is the responsibility of all adults, especially those working or volunteering with children. The school aims to help protect the children in its care by working consistently and appropriately with all relevant agencies to reduce risk and promote the welfare of children.

Staff:

- are advised to maintain an attitude of 'it could happen here' as far as safeguarding is concerned;
- should always act in the best interest of the child.

What is child protection?

Child protection is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific children who are suffering, or at risk of suffering, significant harm.