



Royal
Russell

IT Technician

To start end January 2027



Welcome

I am delighted that you have expressed an interest in joining Royal Russell.

A leading co-educational independent school in South London, Royal Russell is different by design. We are a family school and we value those things which make each of us distinctively brilliant. Our school motto is '*Non Sibi Sed Omnibus*' which translates as 'not for oneself, but for all', and from this, we make a commitment to help every member of our learning community strive for their vision of success.

Our beautiful, green campus offers exciting learning opportunities and first-class facilities for both pupils and staff to develop and flourish. Staff are dedicated to providing a total education and this is reflected in the outstanding academic outcomes of our pupils.

Openness and inclusiveness are integral to the Royal Russell experience and we encourage applications from all communities, so that our staff body reflects our ambitious, open, distinctive and courageous Royal Russell pupil body.

If you are interested in joining a forward looking and successful school, I look forward to receiving your application.



Chris Hutchinson
Headmaster





Our School

Royal Russell is a HMC/IAPS co-educational school with over 1,200 pupils between the ages of 3 and 18.situated.

Our 110-acre parkland campus is one of the things our pupils talk about most. There is room here to run, to think, to gather, and to find a quiet corner with a book. Within those grounds you will find a beautiful Chapel and Great Hall, a Performing Arts Centre, a state-of-the-art Health and Wellbeing Centre, modern science facilities, a well-stocked library and Sixth Form Centre, spacious dining facilities, and some of the finest sporting provision in the South East.

Royal Russell is just 30 minutes from Central London and conveniently located for Heathrow and Gatwick airports, giving our pupils the best of a peaceful country setting and the energy of one of the world's great cities.

We are proud of our day and boarding facilities that rank amongst the best in the UK. Our pupils, parents and staff experience a warm and friendly environment with strong pastoral care for every pupil alongside a comprehensive co-curricular and enrichment programme. Royal Russell is proud to have achieved the highest grade of 'excellent' in every aspect during our most recent ISI Inspection.

Community Values

Royal Russell is a warm and thriving community of pupils, parents, staff, governors, Old Russellians, friends and supporters. We are bound together by our family ethos, a strong sense of pride in our school and a willingness to get involved.

By working together, supporting each other and having fun together, we have created a welcoming and inclusive environment for all. Living by our motto '*Non Sibi Sed Omnibus*', we encourage the qualities and values of responsibility and giving - which make Royal Russell special.

We are committed to our responsibilities to our wider community - local, national and international. We encourage our pupils to contribute, participate and lead so that they can learn the skills and attributes needed to make a positive contribution to society, now and in the future.

Our Values:

- **Ambitious**
We are passionate learners who pursue excellence in all that we do
- **Open**
We believe in ourselves and celebrate the differences in each other, recognising the value of honesty, integrity and respect for everyone
- **Distinctive**
We value originality, authenticity and contribution to our community as a whole
- **Courageous**
We encourage pupils to challenge themselves and each other to do good; becoming strong global citizens





IT Technician

Are you a proactive and customer-focused IT professional looking to make a real difference in a busy school environment? We are seeking an enthusiastic **IT Technician** to join our IT team, providing first and second-line support to staff and students across our vibrant campus.

Working closely with the IT Manager, you will help maintain and support a wide range of technologies including Microsoft 365, Microsoft Surfaces, Chromebooks, iPads, Macs, audiovisual equipment and network infrastructure. You'll respond to helpdesk queries, troubleshoot technical issues, assist with IT projects and ensure our technology services run smoothly.

The ideal candidate will have at least 12 months' IT experience, excellent customer service skills, strong problem-solving abilities, and a genuine passion for technology. Knowledge of Microsoft 365, Active Directory and device support is essential, with experience of cloud technologies, Apple devices and networking desirable.

This is a full-time, on-site role, Monday to Friday, 8.00am to 4.00pm, with occasional evening and weekend support for key school events.

If you are a team player with a can-do attitude and would like to develop your career in a supportive educational environment, we would love to hear from you.

Hours are 37.5 per week, all year round

Salary is up to £30,660, depending on skills and experience

Applications should be submitted to hr@royalrussell.co.uk by 9am on Monday, 16th November 2026

Interviews will be held shortly after.

The School is committed to safeguarding and promoting the welfare of children. All appointments are subject to a satisfactory enhanced Disclosure and Barring Service check (including a check against the Children's Barred List) and other pre-employment screening including references and medical fitness.

The Role

Responsible to the IT Manager

Job Summary:

To assist in the maintenance of the School's IT infrastructure and systems whilst also providing on-site and remote first line (and sometimes second line) support to staff, students and other members of the School community.

Main Duties and Responsibilities:

- Provide first line support to staff, students and other members of the School community.
- Monitoring the IT helpdesk system, responding to queries and tickets, phone calls and emails, managing assigned tasks and incidents through to a successful conclusion, collaborating with more experienced staff to help resolve more complex issues or referring to School partners where necessary.
- Hardware and software support of school devices including Surface Pros, Desktops, Laptops, Chromebooks, iPads, Macs. Phones, network and audiovisual equipment.
- Provide user support for Microsoft 365 applications and applications the school uses.
- Carrying out regular checks on printers (including the replacement of toners), interactive/ display screens, and projectors to ensure full operation and availability.
- Assisting with project work undertaken by the IT Team.
- Working with colleagues to identify improvements to processes.
- Providing support for key events in the school calendar including occasional evenings and weekends.





General responsibilities

- Ensures the safety and well-being of children and young people at the School by adhering to and complying with the School's Safeguarding (including Child Protection) Policy and Procedures at all times.
- Movement of equipment between locations across the campus.
- Flexible approach to hours during set periods of the year (e.g. evening/ holiday events, during the period leading up to and during International MUN Conference, Royal Russell Day and Open Days)
- Displays correct staff identification at all times whilst on site.
- Attends training and staff INSET sessions organised by the School to provide a consistent approach across the entire School staff population.
- Adheres at all times to Health & Safety legislation, and all departmental policies and procedures, to ensure the safety of you and colleagues as well as pupils, staff and visitors.
- Carries out any other reasonable duties as requested by any member of the Leadership Team.

This job description outlines the main responsibilities of the role but is not exhaustive. The job-holder may be required to undertake other duties appropriate to the level of the role, either on a permanent or temporary basis.

Person Specification

Qualifications

- GCSE in Maths and English at Level 4 or above, or equivalent
- Good knowledge of, and a keen interest in, IT
- A commitment to continuing professional development

Knowledge and skills

- Microsoft operating systems (desktop and server), including installation and configuration
- Microsoft Office and 365 management and administration, including Teams, OneDrive and Sharepoint
- Active Directory
- Audio visual technologies
- Cloud technologies
- Apple iOS/ Mac OS
- VMWare or similar virtual management
- Network troubleshooting

Experience

- At least 12 months' experience working in IT

Personal competencies and qualities

- Accountable, driven, self-starter who is happy to pitch in whatever the task
- Can-do attitude alongside first class customer skills and a problem-solving mindset
- Strong customer service skills, with the ability to communicate effectively in person, over the phone and in writing
- Personable, presentable, friendly and approachable
- Able to work in a team environment collaboratively to build effective working relationships
- Ability to work flexibly, and at times under pressure, meeting deadlines

Other requirements

- Commitment to promote and safeguard the welfare of children, young persons and vulnerable adults
- Able to move equipment between locations across the campus
- Flexible approach to hours during set periods of the year (e.g. evening/ holiday workshops, during the period leading up to and during International MUN Conference, Royal Russell Day and Open Day)
- Empathy with the ethos and aims of Royal Russell School



Our Offer

Royal Russell offers excellent benefits including a competitive salary on our own salary scale.

As part of the vibrant community at Royal Russell, you will join a friendly and dedicated team with easy access to transport links (Coombe Lane tram stop is opposite the School entrance).

In addition, we offer:

- 30 days annual leave
- Pension scheme and life insurance
- Meals in the dining hall during term-time
- Cycle to work scheme (salary sacrifice)
- Octopus electric car scheme (salary sacrifice)
- Free on-site parking
- Use of our on-site sports facilities, including tennis courts, swimming pool and gym

A discount of up to 50% on school fees (85% discount for wrap around care before and after school during term-time) and a 25% discount with Royal Russell Holiday Club, which operates during school holiday periods.

Location: Our School is 10 minutes from East Croydon Train Station, with direct links to Central London (15 minutes) and Gatwick Airport (25 minutes).

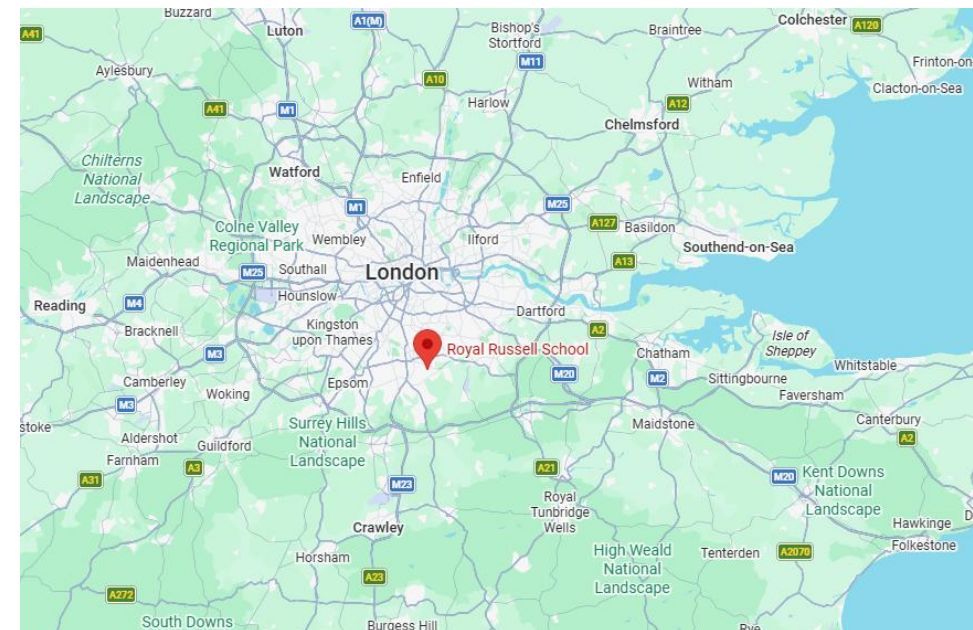
Further Information

Full details of our staff benefits and recruitment procedures can be found on our school recruitment page at: www.royalrussell.co.uk/discover/vacancies

You can also contact us by email at hr@royalrussell.co.uk or telephone HR on 020 8657 4433.

Applications (forms can be found on our website) will be considered on receipt and should arrive no later than the closing date specified. We welcome early applications and will review these on receipt.

The School is committed to safeguarding and promoting the welfare of children. All appointments are subject to a satisfactory enhanced Disclosure and Barring Service check (including a check against the Children's Barred List) and other pre-employment screening including references and medical fitness.



Campus Map

Our 110-acre campus contains incredible facilities for learning.



Main Facilities

- 1 Car Park
- 2 Reception / Headmaster's Study
- 3 Junior School
- 4 Early Years Centre
- 5 Performing Arts Centre / Auditorium
- 6 Dining Hall / Café
- 7 Chapel
- 8 Great Hall
- 9 Chapel Quad
- 10 Lime Tree Quad
- 11 Aston Webb Building
- 12 Library / Sixth Form Study Centre
- 13 Health & Wellbeing Centre
- 14 Science Block

Sports Facilities

- 15 Swimming Pool
- 16 Sports Hall
- 17 Top Pitch
- 18 The Paddock
- 19 Netball Courts
- 20 North Pitch
- 21 Astro turf Pitch
- 22 MUGA (Multi-Use Games Area)
- 23 West Pitch
- 24 Pavilion

Boarding / Houses

- 25 Buchanan / Reade
- 26 Cambridge
- 27 Hollenden
- 28 Keable
- 29 Latessa
- 30 Madden
- 31 Oxford
- 32 Queen's
- 33 St Andrew's



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www.royalrussell.co.uk

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