



The Lady Eleanor Holles School

From the HEAD MISTRESS: Mrs Heather G Hanbury MA, MSc

FOUNDATION

The School was founded in the Cripplegate Ward of the City of London in 1710 from a Trust established under the will of the Lady Eleanor Holles, daughter of the second Earl of Clare. The Cripplegate Schools Foundation administered the Trust up until 31st October 2009. On 1st November 2009 a new charitable company limited by guarantee (named The Lady Eleanor Holles School) became active and assumed the functions of the School in terms of its running and management, although the land and buildings continue to be owned by the Foundation.

LOCATION AND FACILITIES

The School stands on a 24-acre site surrounded by gardens and playing fields. The main building (originally designed for 350 pupils) was opened in 1937 by HRH the Duchess of Gloucester. Following numerous extensions in the intervening years, it now accommodates approximately 700 pupils between the ages of 11 and 18 in class and specialist teaching rooms which include a Design and Technology suite, language laboratories and a well-stocked, main School Learning Resources Centre. Four additional Science laboratories were opened in March 1983 giving a total of ten, and all these laboratories are currently undergoing a programme of refurbishment. A Sixth Form library with tutorial and class rooms was opened in 1992. In 1994 the back of the School was landscaped and new tennis and netball courts built. Additional classrooms were added in 1997. A Boat House at Sunbury, owned jointly with Hampton School, was opened in October 2000 and a large Sports Hall, adjacent to the Swimming Pool, came into use in September 2001.

2013 saw the opening of new facilities for the Arts with the creation of an Arts Centre incorporating a new Music and Art block, a Theatre, an additional drama studio and new classrooms amongst other facilities. The pupil and staff dining rooms have also been completely refurbished as part of this most recent project.

The Junior Department of approximately 180 pupils is housed in separate buildings located on the northern side of the School site. The Department has been recently extended and completely renovated.

AIMS OF THE SCHOOL

The aims are twofold. First, to encourage every girl to develop her personality to the full so that she may become a woman of integrity and a responsible member of society, and secondly, to provide a broad education initially, leading finally to high academic achievements in the Sixth Form, within a framework of disciplined and independent study which includes cultural, creative and sporting opportunities.

SIXTH FORM

There are 180-200 girls in the Sixth Form, the vast majority of whom go on to the best universities in the UK and abroad. Students generally take three or four full A levels, some with an additional AS, the Extended Project Qualification and also General Studies AS Level. From September 2009 the School offered Sixth Form pupils the opportunity to acquire the AQA Baccalaureate.

HOUSES

The School operates a House system and staff are allocated to a House, supporting the girls in the numerous activities which occur throughout the year spanning sports, music and arts events.

SPORT

Sports facilities include four pitches, six floodlit netball/tennis courts, a sports hall, an indoor swimming pool, grass tennis courts in the summer and a boat house. The curriculum includes lacrosse, netball, tennis, rounders, badminton, gymnastics, dance, athletics, swimming, trampolining and health related fitness. Options for pupils in Year 10 and above include hockey, football, touch rugby, cheerleading, dance, korfbal, ultimate frisbee, yoga, rowing, squash, basketball, volleyball and aerobics/fitness. Pupils regularly represent County, Regional and National teams, and win National Tournaments and Competitions in several sports.

MUSIC AND DRAMA

Extra-curricular drama and music thrive, with provision to cater for every taste. In music, a large percentage of the School population contributes to the numerous choirs and orchestras, and there is also specialist provision for chamber music. In addition, there are opportunities for pupils to take part in jazz ensembles and pop groups. Performance opportunities abound, with one major concert a term augmented by smaller weekly concerts and external engagements. Drama is also open to all, with clubs, productions and technical training at every level of the School. Major musical productions, chamber pieces for Sixth Form, tours to local junior Schools and internal showcase events make for a packed programme combining excellence with broad participation.

EXTRA-CURRICULAR ACTIVITIES: 'THE OTHER HALF'

A key strength of the School is the range and diversity of its flourishing extra-curricular provision. Some 120 clubs run each week, ranging from Music, Drama and PE to Outward Bound and subject clubs, all aiming further to stimulate and inculcate a love of learning outside the classroom: 'The Other Half'.

Sixth Formers lead a number of groups which focus on various political, environmental and ethical issues, including 'Model United Nations', 'Amnesty' and 'Make Poverty History'. Our partnership with the Eden Project is seeing the girls develop a miniature nature reserve in the School grounds. Girls are encouraged to take the initiative to form their own clubs, with a Medic Group, Law Society, and Book Club formed in the recent past.

The School has developed a wide range of activities to ensure that students are aware of their social responsibilities, including Service Volunteers which works with disadvantaged students and the elderly. The girls run numerous activities in local primary Schools, including language and drama clubs, and have developed a pioneering peer mentoring scheme with Hampton Community College.

Pupils are strongly encouraged to participate in extra-curricular activities and all staff are expected to contribute towards, and further enhance, the School's provision.

STAFF

The School offers a pleasant working environment with departmental offices and personal working areas. Tea and coffee are provided in the staff room and lunches in the staff refectory. Staff are able to use the School's excellent sports facilities, including the pool.

The Lady Eleanor Holles School is committed to safeguarding and promoting the welfare of children



THE LADY ELEANOR HOLLES SCHOOL

JOB DESCRIPTION

POST TITLE: **First Line IT Support Technician**

RESPONSIBLE TO: Technical Support Services Manager

MAIN PURPOSE OF POST: To work as part of a team to provide general technical support for teaching and non-teaching staff across the school. To assist with any installation and maintenance works and to take a lead role in student support.

MAIN DUTIES:

IT Support

- Assist with the running of helpdesk support calls.
- General technical support and problem resolution.
- Provide Audio Visual cover for school events
- To provide technical advice and support to staff and provide practical assistance as required.
- To maintain of printers, photocopiers and liaise with external companies when required.
- General classroom support and maintenance.
- Set up laptops, projectors and sound in rooms that lack these provisions
- Day to Day User Management tasks
- Installation and maintenance of network cabling.

Mobile Device Management

- One-2-One user support
- To assist with running the mobile device management solution.
- To support and manage mobile devices throughout the school.
- To keep up-to-date with mobile device hardware and software.

Maintenance

- Assist with the upkeep of shared directories
- Assist in implementing changes to elements of the ICT service as required.
- Assist with software updates across the school.
- Assist with upkeep of network infrastructure

Student Support

- To take a leading role in student support.
- To be in charge of the student help desk during set periods of the day.

- To advocate all available IT resources to the students
- To create student support resources

General

- To take part in training programmes provided by the school.
- To undertake such other duties which may be reasonably required.

Safeguarding

- To adhere to school policy on safeguarding and updating training as required.
- To ensure the safeguarding and well-being of children and young people at the school in accordance with school policies.

The Lady Eleanor Holles School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment



IT SUPPORT TECHNICIAN PERSON SPECIFICATION

Qualifications, Experience, Knowledge and Skills	Essential	Desirable	Assessment (Application Form/ Interview/Reference)
Vocational or academic qualifications relevant to the duties of the post MCP Certified	✓	✓	AF/I/R
A good understanding of Microsoft networks and Microsoft Office products	✓		AF / I / R
Basic knowledge of Active Directory and server/client/network hardware basics	✓		AF / I
Good understanding of mobile technologies and IT presentation equipment	✓		AF / I
Prior experience of working with a RM network and understanding of virtual networks (VCP 4 or 5)		✓	AF/I
Knowledge of : Exchange Servers Structured cabling and switches SIMS/FMS The running of MDM RM/Microsoft software image building		✓	AF / I
Self-motivated, with an ability to work on own initiative and as part of a team	✓		AF/ I
The ability to prioritise, work calmly under pressure and respond positively to varying workloads and deadlines	✓		AF/ I / R
Excellent oral communication skills	✓		AF / I / R
Competent organisational, planning and presentation skills	✓		I / R
An ability to relate well to staff and students and other users, with good customer service skills	✓		AF/ I / R
Previous experience of providing technical support within a school environment		✓	AF/ I
An understanding and commitment to adhering to school policy on safeguarding	✓		AF / I
A willingness to work additional hours if required	✓		I/R

Appointment

This is a full time permanent position, 37.5 hours week for 52 weeks a year.

Notice Period

During the probationary period, the period of notice will be one week on either side.

Probation Period

The probation period is six months.

Salary

Between £ 21,587 to £ 23,448 per annum, depending on experience

Holiday Entitlement

The holiday entitlement is 20 paid working days per year plus the 8 bank holidays, plus the Christmas Closure. Holidays would normally be taken out of term time.

Pension

Non-teaching staff may join The Lady Eleanor Holles School's Stakeholder Pension Scheme. This is a defined contribution pension scheme; provided the employee contributes 6% of gross salary, the employer will contribute a further 10%.

Other Benefits

Where appropriate, School fee remission arrangements are available for up to two children to attend the School. There is a reciprocal arrangement for School fee remission at Hampton School (boys only School adjacent to The Lady Eleanor Holles School).

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Statutory Checks

An offer of employment is conditional on the following:

- Sight of your passport and verification of Right to Work in the UK
- Sight of two other forms of I.D. e.g. driving licence, recent utility bill/bank statement showing home address (and dated within 3 months)
- Sight of the original of your marriage certificate (if applicable)
- Sight of the originals of your relevant qualifications
- A check of the Barred List/List 99 check
- A satisfactory enhanced DBS criminal record check
- Confirmation of medical fitness including completion of a Medical Questionnaire
- Completion of Bursary Form
- Check of employment history (including satisfactory explanations for any gaps)
- Check of references
- Overseas checks (where applicable)

Applicants should complete the School's own application form and send it with a covering letter or supporting statement, if desired, by post or email, to be received by noon on the closing date of the 16th October 2015.

CVs will not be considered and should not be submitted.

An application pack is available from Human Resources or from the School's website
www.lehs.org.uk

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