



ALDERLEY EDGE  
SCHOOL FOR GIRLS

**IT support technician**

**Required as soon as possible**

**Term time only**

**INFORMATION FOR APPLICANTS**





## **Introduction from our Headmistress**

At AESG academic excellence is delivered within a nurturing, family environment and where staff place equal emphasis on the wellbeing of our pupils and developing their individual characters. Each girl is nurtured and supported in small classes and it is our priority that each girl reaches her individual potential and becomes the best she can be.

From academic competitions, drama and sporting performances to the benefits of being an Apple Distinguished School, our aim is to cultivate a culture of curiosity, resilience and kindness, where every girl can #BeMore.

AESG is more than just a place of learning; it is a much-loved community where success is measured not only by the girls' outstanding academic success but the strength of their character. AESG provides girls with outstanding pastoral support, innovative teaching, a broad curriculum and a fantastic array of extra-curricular activities.

The school prides itself on its Christian values, yet welcome girls of all faiths. AESG respects, celebrates and embraces diversity and equality of opportunity without prejudice. Our school motto permeates all areas of school life: 'Aspire not to have more, but to be more'.

AESG is a community. All our girls, from those in Nursery at the age of two, through to Sixth Form at the age of 18, feel safe and secure and benefit from being in a school positioned in a vibrant village environment.

The School has been awarded Apple Distinguished Status and is an Apple Regional Training Centre, after significant investment and development in Technology Enhanced Learning. Senior School girls bring their own iPads into school to enrich their learning experience. Each teacher is also given their own iPad to support their teaching and there are Apple TVs integrated throughout the School.

In June 2021, the Independent School Inspectorate (ISI) undertook a full inspection at AESG. The School was given the highest possible 'Excellent' rating. The inspection was focused on the pupils' academic and other achievements, as well as their personal development, with the school being found to be excellent across each area.

We are a proud member of the Girls' School Association and we value the importance of an all-girls' education and the benefits this provides for our students. There are numerous opportunities for girls to develop both team working and leadership skills and to help guide the school and their peers. In this way our students learn important



life skills which prepare them for the world of work and they leave us as impressive young women who make a difference.

*C Wood*

Mrs Caroline Wood  
Headmistress



## Vision Statement

“Aspire not to have more, but to be more”  
(Archbishop Oscar Romero)

## Our Aims

### Academic

To provide a challenging and stimulating learning environment in which every girl fulfils her full academic potential, and thus equipping girls with the knowledge, skills and learning attributes for success beyond AESG.

To deliver an innovative and future-inspired curriculum embracing the use of technology, thus fostering intellectual curiosity, developing creativity and a passion for lifelong learning.

### Spirituality

To welcome girls of all faiths who share our values, and to respect, celebrate and embrace diversity and equal opportunities without prejudice.

To present a supportive, open and inviting environment for girls to explore their spirituality, to encourage reflection, and develop a strong moral compass based on our Christian foundation and principles.

### Enrichment

To offer an extensive enrichment programme to enable girls to develop leadership skills, foster collaboration and resourcefulness, grow in confidence and encourage resilience.

To provide a rich and stimulating school experience in and outside the classroom, where girls can explore and develop their interests and talents.

### Girls

To create a supportive, nurturing and happy environment underpinned by pro-active pastoral initiatives, putting the girls' wellbeing first.

To empower all our girls to flourish as strong women in the 21st Century workplace, to communicate with confidence, and take their place as responsible, active and global citizens bringing about positive change for a more sustainable and equitable future.





## **Current Staffing**

The School, which is split into the Prep and Senior sections, is led by the Headmistress, Caroline Wood, who was appointed in September 2024. In the Senior School, teaching staff comprise two Deputy Heads.

In the Prep School, teaching staff are led by the Head of Prep, Emma Scott.

The support staff are led by the DFO and comprise of administrative, estate, finance, ICT Support, marketing and development and welfare staff.

The School employs a qualified librarian, technical support staff, visiting instrumental music teachers as well as specialist sport and drama coaches.

Catering and cleaning are currently supplied by external contractors.

## **Accommodation**

In the last five years, an ambitious refurbishment and development programme has transformed the School estate.

The School's outdoor courts have been completely refurbished, along with the Junior Gymnasium. A new fitness suite and climbing wall have been installed.

Early Years provision has benefitted from the installation of outdoor play equipment and the refurbishment of all four classrooms from Nursery to Year 1. Elsewhere, ICT suites have been modernised and infrastructure upgraded, as have numerous specialist subject classrooms. The main buildings have had significant infrastructure improvements as well as investing in state of the art technology.





# **IT Support Technician**

## **Job Description**

**Role Reporting to: Network Manager**

### **Purpose of role:**

To provide First Line Technical Support for all users in school and a first-rate IT Support Service for Parents.

### **Main Duties and Responsibilities**

- Provide technical support for school users (and external guests) of the Windows based clients and attendant classroom Audio Visual equipment.
- Provide technical support for iOS and MacOS based devices used by both staff and students.
- Maintain, Update and Configure Classroom iPad sets for the Junior School.
- Maintenance and resupply of school owned printing equipment.
- Monitor Print Queues and resolve printing faults.
- Provide managed wireless support and troubleshooting.
- Respond to all Helpdesk Tickets in a prompt and professional manner and make an accurate record of work undertaken.
- Provide induction and device onboarding to new staff and students.
- To provide advice, support and training to other staff as appropriate in relation to the use of IT systems and facilities.
- Resolve basic level network faults and issues.
- Maintain and update the Avaya Telephone System.
- Provide IT Support assistance to all Parents via email, telephone or in person.
- Monitor Microsoft Endpoint Manager to ensure the Anti-Virus system is kept up to date and free from risk.
- Attend Open Evenings/Days to provide information to Parents/Potential Students.
- Assist the Data Team in ensuring the prompt issuance of credentials/information for access to the school systems.
- To assist the Network Manager in cabling projects and providing basic network cabling installations.
- Troubleshoot and assist users with Office 365 issues and training.
- Any other such tasks that may be reasonably requested.



### **General Support for the School**

- Attend school training, events and meetings when required
- Support the School's commitment to safeguarding children and promoting their welfare at a level appropriate to this role.
- Contribute positively to the overall ethos/work/aims of AESG.
- Participate in training, and undertake any performance development activities as required.
- Be aware of and responsive to the changing needs of the School and maintain a flexible and proactive approach to work.

Support for other administrative staff at key times in the year may also be required (eg, school holiday periods).





| Person Specification: IT Support Technician                                     |  |   |
|---|--|---|
|   | <b>Essential</b><br><br>These are qualities without which the applicant could not be appointed | <b>Desirable</b><br><br>These are extra qualities which can be used to choose between applicants who meet all of the essential criteria |
| Minimum of 1 year experience in an IT role/ or studying currently               | ✓  |   |
| Working knowledge of Windows, iOS and MacOS                                     | ✓  |   |
| Basic hardware maintenance and repair   | ✓  |   |
| Experience working in a service orientated environment                          | ✓  |   |
| Basic knowledge of some Windows server technologies                             |  | ✓   |
| Basic understanding of networking and confident at configuring a network device |  | ✓   |
| Basic understanding of wireless technology and configuration                    |  | ✓   |
| Basic understanding of Office 365 as both a user and administrator              |  | ✓   |
| Experience with Active Directory and Azure Active Directory                     |  | ✓   |
| Experience/Knowledge of Virtualisation Technologies (VMWare)                    |  | ✓   |







## **ADDITIONAL INFORMATION**

### **Terms and Conditions of Employment**

#### **Salary and other benefits**

Casual contract with a rate of £15.69 per hour.

Hours to be logged via additional hours form on staff intranet.

Staff may purchase a lunch from the school dining room, and refreshment facilities are available during the day.

We offer an Employee Assistance Scheme, alongside a number of other wellbeing initiatives. There is free parking on site for all staff.

#### **Working Hours**

The position is offered as a casual contract and can be flexible throughout the week given the successful candidate.

Please note that flexibility of working hours will be required at key times of the year to accommodate the requirements of the role.

Full Terms and Conditions will be defined in the Contract of Employment.

#### **Equal Opportunities**

We are committed to treating all employees with dignity and respect regardless of race, ethnic background, nationality, colour, gender, transgender status, pregnancy, disability, age, sexual orientation, marital status, religion or belief.



## **Other Information**

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

All applicants who are offered employment will be subject to an enhanced criminal record check and the Children's Barred List check for the Child Workforce from the Disclosure and Barring Service (DBS), which must be cleared before the appointment is confirmed. Candidates will be required to submit the subsequent DBS Certificate to the School prior to commencement of their employment. Candidates are also required to present relevant examination qualifications for inspection at the interview stage.

In accordance with the Asylum and Immigration act 1996, the School will require candidates to provide documentary evidence at interview that they are legally entitled to live and work in the UK.

AESG adheres to the Data Protection act and General Data Protection Regulations 2018. As part of the application process we will obtain and process information about you, including any criminal convictions you may have. All information will be kept confidential and will only be used to process your application.

If your application is unsuccessful, all your information will be deleted from our systems and disposed of in a secure and timely manner.

Upon appointment the successful candidate will be required to complete a medical questionnaire which will be kept on their confidential personnel file.

The school is committed to equal opportunities for all of its employees and its policy is available on request.

AESG has a no-smoking policy throughout its buildings and grounds and a smart dress code.

## **Application Arrangements**

An application for the post should be made by submitting to the Headmistress, either in writing, or by email to [staffrecruitment@aesg.co.uk](mailto:staffrecruitment@aesg.co.uk), the following:

- A fully completed AESG Application Form
- A supporting letter outlining how your experience and/or personal qualities would enable you to successfully fulfil the requirements of the post and contribute to the development of a thriving School.

**The closing date for receipt of applications is 12 noon, Friday 9 January 2026.**

**Interviews will be held during the week commencing 12 January 2026.**



ALDERLEY EDGE  
SCHOOL FOR GIRLS

Alderley Edge School for Girls  
Wilmslow Road,  
Alderley Edge,  
Cheshire,  
SK9 7QE

Tel: 01625 583028  
Email: [staffrecruitment@aesg.co.uk](mailto:staffrecruitment@aesg.co.uk)