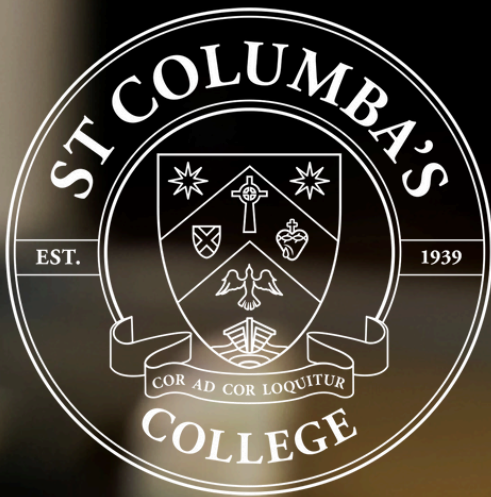


Co-educational Independent Catholic Day School for ages 4-18 in St Albans

The background of the cover is a close-up photograph of a silver mesh microphone on the right side, and several white and grey markers with colored caps (blue, red, orange) on the left side. The markers are arranged in a row, and the microphone is positioned behind them. The overall lighting is warm and slightly blurred, creating a professional and technical atmosphere.

AV & IT TECHNICIAN

Application Pack



Welcome to St Columba's College

St Columba's College is located 25 miles from Central London in the cathedral city of St Albans in Hertfordshire. SCC is a thriving 4-18 independent co-educational day school, comprising a Prep School of approximately 200 pupils and a Senior School of 600 students, of whom 160 are in the Sixth Form. St Columba's is an academic and aspirational school devoted to scholarship and the holistic development of each individual child. The College underwent an ISI inspection in 2022 and was judged as excellent in every respect, with no areas identified for improvement. It was established in 1955 by the Brothers of the Sacred Heart and is a Roman Catholic foundation based on the educational philosophy developed by its founder, Father André Coindre: to ensure a provision of education rooted in religious values, structured through friendly discipline, nurtured by personal attention, and committed to academic excellence. We are part of a vital and dynamic group of 12 schools located primarily across the United States and United Kingdom.

The College's GCSE examination results in 2023 were among the best in its history with 62% of grades at 9-7, and A-level grades follow the same pattern with 64% A*-B. A-level results allowed 90% of students to obtain their first choice of university, including Oxbridge, with 50% attending Russell Group or top 10 universities.

Leadership throughout the College is promoted and expected of Sixth Form students: on the sports field, as Prefects, Pastoral and Academic Mentors, as well as in liaison work reaching into our Prep School. There is significant impact on the wider community, with a range of long-established charitable activities and volunteering arrangements benefiting local primary schools, special schools and homeless relief charities, both in the local area and overseas through our work with CAFOD.

The departments:

The Expressive Arts faculty comprises the Drama, Music and Art departments and collectively and separately host a vast number of exciting events throughout the College year. The IT Services department is responsible for supporting and maintaining the College's IT systems and for providing fast, efficient support for staff, students, parents and the wider Columban Community. The department is responsible for resolving all IT related faults quickly and efficiently, as well as being proactive about fault finding and providing solutions before problems occur.

Responsible to:

Head of IT Services/Head of Expressive Arts

Overall Purpose of the role:

To provide technical & audio visual support to all aspects of the College. Working across the Expressive Arts faculty and IT Services department to contribute to the overall delivery of AV & IT around the College.

Main areas of responsibility:

- Provide AV support including filming, video editing & equipment setups including events and assemblies.
- Filming College events and video editing when required to create films for college/department use.
- Offer guidance on Audio Visual installations and support staff with hardware & software needs where necessary.
- Audio Visual support for small and large scale school events, both audio and lighting.
- Lesson support within the Expressive Arts faculty.
- Setting up new PC's, Laptops, Tablets, iPads and installing software
- Setting up and supporting students & staff with their 1 to 1 devices, raising repair claims when required.
- Provide appropriate technical support, help and advice to staff and students.
- Escalating IT Issues to the Head of IT Services in a timely manner.
- Ensure tasks are logged on the IT Helpdesk and are processed in an effective, efficient and timely manner.
- Diagnosing and resolving 1st line issues.
- Maintaining printers and consumables, logging any issues where required.

Other:

- Provide staff training if required.
- Performing basic administrative support duties, as required, to meet specific operational objectives.
- Provide assistance to the Head of IT Services when required.
- Provide assistance to the Head of Expressive Arts when required.
- Providing support and knowledge transfer to the other members of the IT Services Team.
- Ensuring that a high level of customer service and support is provided to all stake holders.

General responsibilities:

- Attend training and staff INSET sessions organised by the College.
- Adhere at all times to Health & Safety legislation, and all departmental policies and procedures, to ensure the safety of self, colleagues, pupils, staff and visitors.
- Follow College Safeguarding and Child Protection policies.
- Carry out any other reasonable duties as requested by the Head of Expressive Arts, Head of IT Services, Bursar and Headmaster

Skills Required:

- Proficient in Windows 10, 11 & Microsoft Office including Office 365 .
- Hardware maintenance .
- Configuration and installation of software packages .
- Video editing experience desirable .
- Experience of setting up sound & lighting systems.

Personal Qualities:

- Eager to learn with a flexible approach.
- Hardworking .
- Ability to communicate clearly with confidence.
- Ability to perform the physical tasks required by the post including lifting, working at height, carrying and pushing various equipment and loads.
- Self-motivated with the ability to work as part of a team and on own initiative.

Physical & Working Environment:

- Working at height with ladders
- Moving and handling IT / AV equipment

The Role:

- Either 52 weeks per annum or a term time only position will be considered for the right candidate.
- Normal hours of work will be full time (35 hours per week), Monday to Friday, plus a one-hour unpaid lunch break. Flexibility with working hours will be required to accommodate the needs of the College by providing dedicated IT/AV support to staff outside of the normal school day. Attendance on INSET days, Open Day and the annual Columban Fayre is required.
- Pay will be dependent upon skills and experience and will be pro rata for term time only working.
- 25 days' annual leave + bank holidays and up to 3 discretionary, non-contractual days between Christmas and New Year when the College shuts down.
- Contributory pension scheme into which the College contributes 6% of salary.
- Free lunches and refreshments whilst the catering facility is operational.
- Use of the College Fitness Suite outside of school hours.
- Cycle to Work and Tech Schemes Free car parking on site.
- Eye care vouchers.
- Free annual flu vaccination.
- Paid time off to attend relevant technical training as part of CPD.

It should be noted that a job description is not an exhaustive list of activities, and employees may be asked to carry out other duties commensurate with the responsibility and seniority of the post. The job description may also be amended to take account of changed circumstances, and employees will be consulted if this is necessary.

Safeguarding Children:

The appointee's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he comes into contact will be to adhere to and ensure compliance with the College's Safeguarding Policy at all times. If in the course of carrying out the duties of the post the appointee becomes aware of any actual or potential risk to the safety or welfare of children in the College s/he must report any concerns to the Designated Safeguarding Lead.

Work With Us:

St Columba's is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including reference checks with past employers and the Disclosure and Barring Service.

To apply for this position or any of our vacancies, please visit our current vacancies here. You should email your covering letter and completed job application form to Jackie Metcalfe, HR Manager at metcalfe.j@stcolumbascollege.org or call 07727 892095 to discuss further.

Application Process:

Closing date: 10.00am on Tuesday 7th May 2024. Interviews will be conducted Monday 13th May 2024.

Early applications are encouraged as we reserve the right to call suitable candidates to interview prior to the closing date.



St Columba's College, King Harry Lane, St Albans, Hertfordshire, AL3 4AW

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St Columba's College is a Catholic Foundation of the Brothers of the Sacred Heart (US Province)