



IT/AV Support Technician

Candidate Brief

Newton
PREP

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The School



Established in 1991, Newton Prep is a thriving school for children, aged 3-13. The School is unashamedly ambitious for its pupils who have access to outstanding facilities. We want them to achieve their academic potential whilst also engaging in sport, art, music and drama. In the School, there are currently 560 pupils from Nursery to Year 8.

We want the children to involve themselves in the total life of the School, which includes after school clubs and activities and a wide range of trips. We celebrate the diversity of our pupils; we want our children to develop a strong sense of community, learning how to make a positive contribution to the community of Newton Prep and the world around them. The ethos and philosophy is one that is based on mutual respect and kindness shown to others.

Our Vision is to provide the children in our care with a first-rate education in the knowledge that time is precious and irreversible. The education we provide has a strong academic base and an imaginatively broad curriculum giving a rich learning experience for all children including provision for children with a range of abilities, including those with high aptitudes in specific subjects. Moreover, the Newton education has a lasting impact as children progress through their school years and throughout their lives, developing both intelligence and character. Our atmosphere is full of happiness and enthusiasm with a sense of purpose and achievement as both pupils and staff aim high. Good governance bolsters these aspirations. We focus on developing ambition in the children so that they move on to the most appropriate senior school. Newton Prep is a

model for best practice in all aspects of prep education.

The School places a strong emphasis on the education of the whole person. We attach great importance to the teaching of Art, Drama, Music and Sport as well as the more academic subjects. Our curriculum and extensive co-curricular programme, together with the House system, reflect the School's commitment to providing both high quality learning opportunities and strong pastoral support so that our pupils have the best opportunities to achieve their full potential and are successful in all areas of school life.

Fundamentally, we want Newton Prep children to enjoy their precious childhood years.

Location

Newton Prep is positioned in the heart of central London's newest vibrant and dynamic development. The area stretching from Nine Elms to Battersea is home to a bustling new 'town'. The iconic Battersea Power Station, now rebuilt, has transformed this part of the capital. With the opening of the Northern Line tube extension, the school enjoys exceptional connectivity, we are within five-minutes' reach of three different stations, served by four bus routes and even accessible by river!

🚶 Battersea Park 🚶 2 mins

🚶 Queenstown Road 🚶 5 mins

🚶 Battersea Power Station 🚶 5 mins

🚶 156, 344, 436, 44 🚶 1-3 mins

🚶 Battersea Power Station 🚶 15 mins



Summary of the Role



We are seeking to appoint a highly motivated and enthusiastic IT/AV Support Technician to provide front line support to staff and pupils in relation to IT and audio visual for school events, assemblies and productions.

The IT/AV Support Technician is responsible to the Lead ICT Support on a day-to-day basis. This role is suitable for candidates looking for an apprenticeship position.

Full-Time permanent position with a start date **as soon as possible after 15th February 2026**. Working hours will be 7.30 am to 4.00 pm Monday to Friday with a one hour unpaid lunch break.



Main Duties & Responsibilities



The responsibilities of the IT/AV Support Technician include the following :

Training will be given where appropriate and candidates are not expected to have a full working knowledge of all aspects of the job from day one

- Providing front line technical and audio-visual support for ICT equipment and networks throughout the School.
- Deploying end user hardware such as desktops, laptops and tablets, cabling, printers, AV equipment and software and keeping accurate records of inventory and profiles. This may include mounting screens and other equipment on walls and the routing of cables.
- Providing assistance to staff and pupils in using the School's ICT and preparing facilities for class use.
- Overseeing the use of ICT facilities during the pupils' breaks as directed by the lead ICT Support.
- Providing front line support for the School's photocopier network by reporting faults, logging engineer callouts, ordering toners, and producing printing and copying totals.
- Helping school productions by providing AV support in the recital hall and auditorium.
- Providing Support for Live Streaming in Recital Hall and Auditorium.
- Supporting school and PTA events and activities, ensuring that IT and AV are available for use when required.
- Advising teaching staff and pupils on how to use the internet in accordance with the School's Internet Policy.
- Maintaining an inventory of all hardware, software licenses, network cabling and telephony resources and a register of all borrowed equipment.
- Supporting the Communications Department in updating and maintaining school digital signage information and resources.
- Taking responsibility for your own continuing self-development, and undertaking regular training.
- Keeping abreast of developments in the field of ICT and undertaking research as appropriate: advising the lead ICT Support and Bursar of emerging technologies and their applicability to the School.
- Undertaking such additional duties as might be reasonably requested by the Head, Bursar or other authorised person.
- Ensuring the safety and wellbeing of all pupils at all times, so that you are familiar with school safeguarding policies and always following them.
- Being familiar with the School's Health & Safety Policy and complying with it at all times.
- Becoming familiar with the Staff Handbook and Employment Manual and following the procedures therein.
- Working in a co-operative, diplomatic and flexible manner.
- Fostering and maintaining good working relationships, acting as a courteous, friendly and business-like member of the school team.



Person Specification

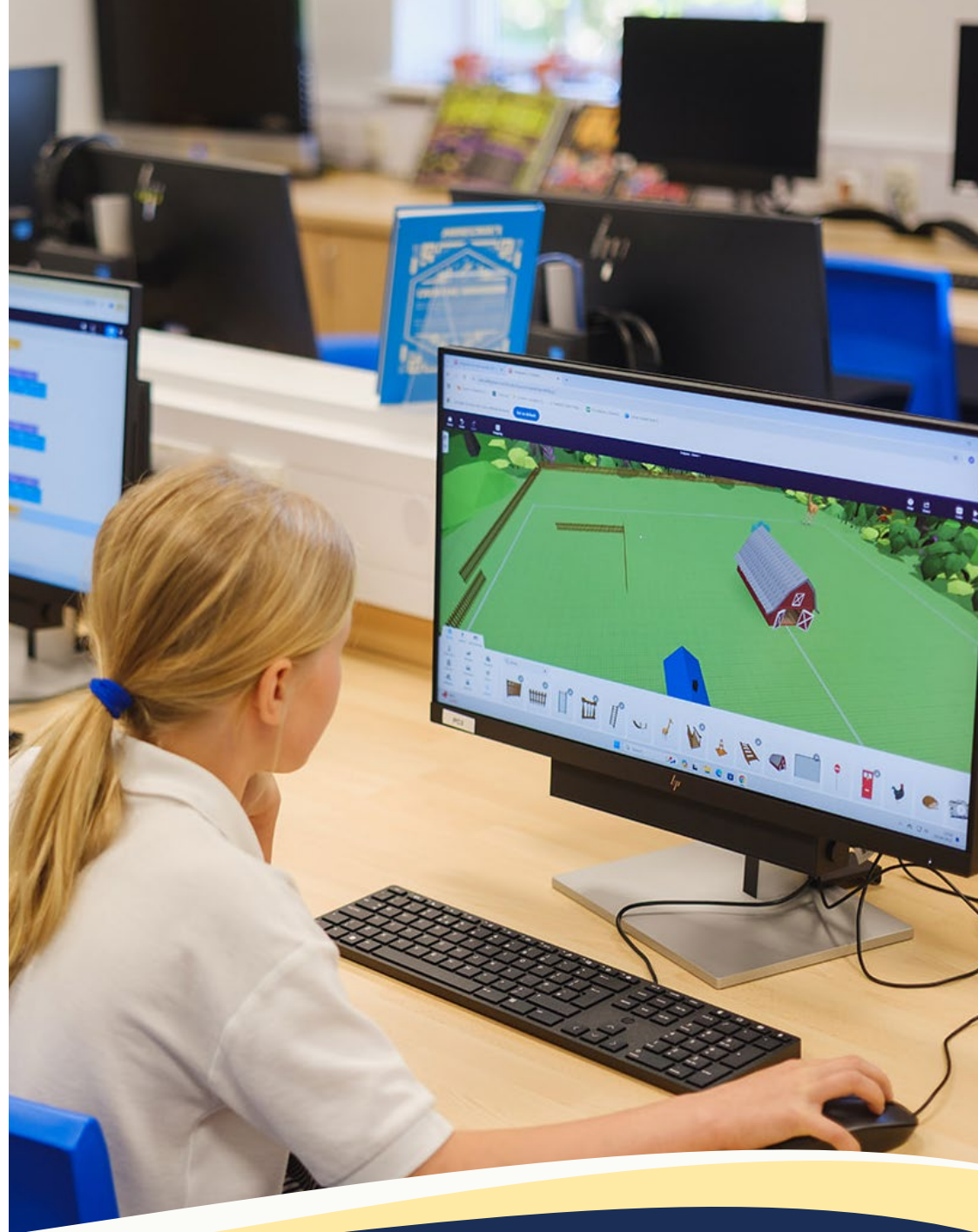


The IT/AV Technician should have:

- Appropriate IT qualifications to undertake the role
- Knowledge of Microsoft Windows operating systems preferably including MS 365, OneDrive, SharePoint and Teams
- Knowledge of Google Workstations/G Suite preferably including Google drive, Google Classroom, Google Slide and Google docs
- Knowledge of iPad/Mac operating systems
- GCSE Maths and English
- Knowledge of Active Directory (AD)
- Experience in AV set up and support for assembly, school productions and presentations
- Enthusiasm for involvement in the technical aspects of school events (i.e. AV and IT)
- Familiarity with AV equipment such as interactive whiteboards and projectors
- Experience of configuring, installing, and distributing network peripherals (e.g. printers)
- Broad experience in consumable support (eg replacing toner, projector bulbs)
- Experience using and troubleshooting systems on a network (e.g. MS Outlook)
- Confidence in supporting and training staff and students in the use of various software applications
- Ability to solve problems
- Confidence to refer more complex issues to the relevant member of the IT Support team

It would be desirable for the IT/AV Technician to have:

- Some networking experience (LAN and Wi-Fi)
- Experience of mobile device support and management (Jamf School)
- Relevant work experience from within a school/college environment
- Web, E-mail Security (including implantation of Dmarc, spf)
- Knowledge of electronic display and presentation formats
- Experience of using lighting desks and/or audio mixer desks
- Use of AV in productions



Summary of Terms & Conditions



The following information provides guidance, without prejudice, on the expected main terms and conditions of employment.

A formal contract detailing the terms and conditions applicable to this position will be drawn up on receipt of your acceptance of your provisional offer of employment. Any offer of employment will be subject to satisfactory recruitment checks (including qualifications, references, ID, right to work, Social media check and medical checks) that are satisfactory to the School as well as satisfactory checks from the DBS.

Period of employment

Full-Time, permanent.

Salary

A competitive salary in the range of £26,000 to £29,000 will be offered in accordance with the School's salary scale which will reflect the experience and qualifications of the successful

candidate. Salaries are paid by BACS transfer on the last working day of each month in twelve equal payments.

Working hours

Normal working hours are from 7.30 am to 4.00 pm, Monday to Friday, with a one hour unpaid lunch break.

Probation

This post is subject to a probationary period of six months. During this probationary period either you or the School may terminate your employment by giving not less than one month's prior written notice. The School may, at its discretion, extend the probationary period for a further period in the event it is considered necessary.

Notice

Following the successful completion of your probationary period your notice period will be one month during the first four years' service.

Thereafter, an additional week's notice is required for each complete year of service up to a maximum of 12 weeks' notice after 12 years of service.

Holiday

You will be entitled to 30 days' holiday per year in addition to normal bank holidays. Annual leave runs from 1st September to 31st August. Holidays must be taken during the normal School holidays or at such other times as are convenient for the School. You will be required to attend any dismissal or disciplinary hearing during school holidays on being given reasonable notice.

Pension

The School operates a Group Personal Pension Scheme. The School will automatically enrol you in its Standard Life Pension Scheme (the Scheme). If you do not wish to be a member of the Scheme you may choose to opt out. Forms are available from the Scheme's website. The

School will automatically re-enrol all staff who are not members of the Scheme on a three-yearly basis. Should you wish to continue to opt-out you will need to repeat the opt-out process. The School will contribute an amount equal to 10% of your net salary into its Group Personal Pension Scheme subject to your contributing a minimum of 4.8% of net salary into the Scheme.

Fee remission

A discount of up to 50% is given on School fees for children of employed staff attending Newton Prep (subject to satisfying the School's admission criteria).

Other benefits

Staff gym, free on-site parking, cycle-to-work scheme, free 'travel to work loan scheme', free school lunch, tea and coffee during term time, 24-hour counselling and legal advice service, training and development opportunities.



Application



Newton Prep is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

The School will carry out online searches on all successful candidates as part of the process of assessing suitability.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Please ensure that you include the names of two referees and details of employment since leaving school. As the position involves working with children the successful applicant must be willing to undergo child protection screening appropriate to the post (including checks with past employers) and will be subject to an Enhanced Disclosure and Barring Service check.

The closing date for applications is **10.00 am on Monday 2nd February 2026**.

Application is by form only. Application packs, including the Application Form, may be downloaded [here](#) or from our website newtonprepschool.co.uk. Candidates should complete the School's Application Form electronically and email it to the HR Assistant: hrassistant@newtonprep.co.uk.

Alternatively, forward your completed Application Form via post to the HR Assistant, Newton Prep, 149 Battersea Park Road, London, SW8 4BX. If you have any queries about the application process, please contact the HR Department on **0207 720 4091** Ext **1255**.

It is anticipated that interviews will be held in week commencing **Monday 9th February 2026**. However, the School reserves the right to interview and appoint ahead of the advertised closing date, should an appropriate candidate be found. Therefore, it is advisable to submit applications as early as possible.

We are an equal opportunity employer. All applicants will be considered for employment without attention to race, colour, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.



