



Notre Dame

CATHOLIC SIXTH FORM COLLEGE

have faith in your future

IT DROP IN FACILITIES SUPERVISOR

**Part time: 30 hours per week. Term-time plus 5 days.
Salary in the range of Point 18 £17,100 to Point 21 £18,125 per annum, pro rata,
dependent upon skills and qualifications.**

The Governors seek to appoint a well-qualified person to the above post.

NOTRE DAME CATHOLIC SIXTH FORM COLLEGE

Notre Dame is a Catholic Sixth Form College located near to the universities and within walking distance of the city centre with good transport connections to the rail/bus stations. It is a very successful college of approximately 1,900 full time 16-18 year olds. The College is rated as 'Outstanding' by Ofsted and is oversubscribed. The College has a high proportion of students from disadvantaged areas (the College is in the lowest quartile of providers nationally in terms of disadvantage).

Notre Dame offers Catholic students from Leeds and surrounding towns and districts an excellent opportunity to continue their education in an environment which lives by its mission to build a community based on faith and trust. Students are supported in their personal, academic and spiritual needs. Although the majority of the students are from Catholic backgrounds, the College welcomes students of other faiths and celebrates the diversity of the student population.

Although parts of the campus are 100 years old, there has been extensive new building work in recent years. A further five teaching blocks were opened during the last 12 years, including new science labs and the latest addition opened last year.

At present approximately 92% of students follow A Levels or Applied Level 3 courses. The remainder follow Level 2 courses.

Notre Dame has an extensive range of enhancement and enrichment activities, involving many team sports, drama, voluntary work, overseas visits (Spain, France, USA, Prague, China). There is a first class programme of student support and a very active Chaplaincy group.

Notre Dame's success rate makes it one of the best sixth form centres in the country. Student progression is excellent, with circa 80% progressing to University, a significant number achieving Russell Group and Oxbridge places, with an increasing number of students opting for apprenticeships.

Recruitment and Selection Policy Statement

Notre Dame Catholic Sixth Form College is committed to safeguarding and promoting the welfare of young people and we expect all staff and students to share this commitment. A full copy of our Recruitment and Selection Policy is available on request.

This policy must be read in conjunction with our Equality and Diversity policies and forms part of our commitment to our statutory duties.

POST DESCRIPTION

Job Title : IT Drop in Facilities Supervisor

Dept: IT Network Support Services

Conditions:

Permanent post. Part time: 30 hours (Mon to Fri 10.00 to 16.00).
Term Time Only plus 5 days
Salary in the range of Point 18 £17,100 to Point 21 £18,125 per annum,
pro rata
Responsible to: IT Network Manager.

Job purpose:

The main IT Drop in Facility (the IT Suite) contains some 150 PCs and is available to all students from 08.00 to 16.30 each college day.

The post of supervisor is vitally important to the smooth running of the suite in terms of keeping good order and troubleshooting basic operator hardware / software problems.

It is crucial for the efficient running of the facility that the post holder:

- is confident in dealing with young people,
- maintains an excellent record of attendance and punctuality,
- is able to work as a member of a team,
- is flexible and is able to work under his/her own initiative.

Main Responsibilities:

The post holder will be based in the IT Suite with a primary responsibility for supervising the students' use of the different facilities. Technical support of IT equipment and applications is a secondary responsibility.

Main Duties:

- Open and maintain the security of the College's IT Drop In Facilities.
- Supervise students and maintain good order within the IT Drop In Facilities.
- Use appropriate monitoring software to ensure compliance with the College's Acceptable Use Policies
- Assist Staff and Students with their basic IT problems.
- Follow PC Support procedures to perform basic support tasks and resolve printer/ printing problems.
- Work on own initiative to seek quick solutions to IT problems.
- Adhere at all times to IT policies and procedures.
- Assist in supervising the Library during the absence of the Librarian

Other General Responsibilities:

- Work as part of a team and adopt flexible working practices.
- To support the aims and objectives of the College and be committed to its ethos and mission.
- To take part in the College's Staff Appraisal and Development scheme as appropriate.
- The post holder will be expected to carry out such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

The job description is an outline of the key tasks and responsibilities and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the College, as well as the personal development needs of the post holder.

PERSON SPECIFICATION

Method of Assessment

A = Application I = Interview T = Task C = Certificate/s R = References

Essential	Method of Assessment
• Experience of supervising people.	A, I, R
• Ability to apply the College's 'acceptable use policy' for access to IT systems.	A, I, R
• Excellent interpersonal and communication skills: written, oral and aural.	A, I, R
• Good record of attendance and punctuality.	A, I, R
• The ability to work on own initiative or as part of a team and adopt flexible working practices.	A, I, R
• The ability to work to deadlines and targets.	A, R
• The ability to maintain strict confidentiality.	A, I, R
• Understanding of and commitment to Equal Opportunities.	A, I, R
• Willingness to undertake relevant training under the College's appraisal scheme.	A, I, R
• Willingness to support the aims and objectives of the College and be committed to its ethos and mission.	A, I,
• Willingness to learn basic IT skills and troubleshooting.	A, I, R
• All appointments are subject to satisfactory references and a DBS	A, R
• The ability to maintain strict confidentiality.	A, I, R
• Understanding of and commitment to Equal Opportunities.	A, I, R
• Willingness to undertake relevant training under the College's appraisal scheme.	A, I
• Willingness to support the aims and objectives of the College and be committed to its ethos and mission.	A, I

Desirable

• Experience of supervising young people on a day to day basis.	A, I, R
• Experience of working in an educational establishment.	A, I, R
• Experience in working with on-line Exams.	A, I, R
• Experience in basic IT hardware.	A, I, R
• Experience of using software packages e.g. Microsoft Word, Excel, Powerpoint.	A, I, R
• Experience of working in an IT support role	A, I

COMPLETING YOUR APPLICATION FORM

To apply for a job, you must be eligible to work in the UK.

The application form plays a most important part in our selection process. **Please do not send us your standard CV (curriculum vitae).** It is vital that you fill in the form as fully and accurately as possible.

At the initial shortlisting stage we will pay particular attention to how well your experience and skills fit **the criteria of the Person Specification and *you should address each of these clearly in your application.***

The College is committed to Safeguarding and promotes the welfare of young people and expects all staff, students and volunteers to share this commitment.

In promoting equality we welcome applications from all sections of the community.

This post is subject to an enhanced Disclosure and Barring Service check under the Protection of Children and Young Persons procedures. If you are selected for interview you will be required to consent to the necessary enquiries being made.

Completed applications should be returned via the TES Portal.

Closing date: Wednesday, 20 June 2018.

It is intended that interviews will take place week commencing 25 June 2018.

Applicants who have not been contacted within four weeks of the closing date should assume that, on this occasion, their application has been unsuccessful.

Thank you for your enquiry and interest in this post.