

SOUTHEND HIGH SCHOOL FOR BOYS



RECRUITMENT
INFORMATION PACK



Message from Dr Robin Bevan, Headteacher

Since September 2007, I have been delighted to serve as Headteacher at Southend High School for Boys. Every day is rewarding. I enjoy being a part of this school and helping to shape our future. Please look at our website – it will help give you a sense of our values, offers an insight into the vibrant activity that fills each week.

At Southend High School for Boys, talent is nurtured and learning is valued. Challenge is welcomed, participation is expected and achievement is prized. Pupils are happy, and prosper at the school.

As a grammar school, high academic expectations are central to our purpose, and these are sustained through an extensive programme of support and guidance. Pupils develop their confidence and enthusiasm through a wide range of creative, sporting and other endeavours.

Southend High School for Boys stands on a superb site within walking distance of Prittlewell Station and the centre of Southend. Pupils retain fond memories of their years at the school, and stay in contact for many years.

Our school preserves values and traditions from the past, and prepares pupils through a contemporary curriculum for the world of tomorrow.

"Contemporary traditions: one with future and with past"



Information about the school

Southend High School for Boys is an '*Outstanding*' school (Ofsted 2015), rated as outstanding against every one of the inspection criteria. It is one of four selective schools within the Borough of Southend. The main school, years 7 to 11, is single sex boys whilst the large sixth form is coeducational. It is situated thirty miles from London on the Thames Estuary and is close to main road and rail links from London, and to Chelmsford and Cambridge.

Southend High School for Boys has '*an ethos of excellence in both academic achievement and a wide range of activities [that] permeates all aspects of the school*' (Ofsted 2015) At Southend High School for Boys, talent is nurtured. Learning is valued. Challenge is welcomed, participation is expected and achievement is prized. Southend High School for Boys is not only a lively and stimulating institution, but also a welcoming community with an open and friendly approach. Thank you for taking an interest in our school.

In April 2006 we became a Leading Edge school. This accolade gave recognition to our programmes for improving learning and for encouraging innovation. Our philosophy is to share good practice, encourage creativity and nurture innovation so our pupils benefit from a stimulating learning experience and our staff benefit from collaboration and professional development with like-minded enthusiastic individuals. The school is strongly committed to supporting staff in their educational research and gives time allowances and subsidies for this. Over a third of our staff has achieved higher degrees during their time with us. We regularly support other colleagues in other schools and have a wide ranging professional development programme.

We were the first secondary school in the Eastern counties to receive the Challenge Award and the 22nd school nationally. Assessors in the report commented: '*Southend High School lives up to its aim of 'Nurturing and Supporting Young Talents' through offering exciting and stretching opportunities for learning well beyond those offered in many other schools. Pupils make full use of these opportunities, share responsibility with staff for setting and achieving challenging targets for themselves and are proud of their achievements. Challenge is firmly embedded in all aspects of school life*'. We are also pleased to be in receipt of the Sportsmark Award which recognises the excellent provision and opportunities given to our sportsmen. We are proud of the fact that our most able athletes have competed in international competitions, have represented England at World Schools Championships in cross country and athletics and have won 20 national titles in the last 10 years. Likewise our staff is also committed to healthy living; having designed well-being programmes for staff and organised social events such as cooking classes and relaxation sessions.

At the turn of the century, Southend High School for Boys was designated as a specialist Language College. As such the school has been recognised as a centre of excellence for the teaching and learning of modern foreign languages, both with respect to our own pupils and to the wider community. More recently we received the Leading Aspect Award in recognition of the foreign language work we have undertaken with local primary schools. We are in receipt of the full International Award.

The school offers an extensive range of extra-curricular activities and has an excellent reputation locally for its music, science and drama. All pupils and staff are encouraged to get involved and to follow their interests and share their passions with others; hence, we have activities ranging from the debating society to Warhammer! In the science department there is a thriving Science Society which has well over a hundred members.

The pupils on roll benefit from modern and specialist facilities. In September 2005, our new Sports & Music Centre was opened, which comprises a 5-court sports hall, a recording studio and music practice rooms and in July 2007 we completed building our new Drama Studio. Members of staff are encouraged to use the facilities and as such a number use the gym. In science we have extended a number of laboratories to cater for the increased numbers of students who have opted to follow science courses in the sixth form. Further investment has been made in ICT resources with an upgrade of three computer suites as well as all classrooms having interactive whiteboards and/or projectors. A new dedicated Maths building was completed in 2011. The main school's admission number each year is 180, split into six forms of 30. The present teaching staffing complement is 62 full-time equivalent, with 49 support staff (full and part-time), who support teaching and learning in various capacities. Currently the school operates with 50 one hour periods per fortnight, the school day running from 08.30am -3.30pm.



May 2018

Dear Applicant

Post: Senior ICT Technician

Thank you very much for viewing this recruitment information pack. The school and the governing body are committed to providing a high quality service so that every child fulfils his or her potential. We recognise that this can only be achieved through the recruitment and retention of competent, motivated employees who are suited to and fulfilled in the roles they undertake.

The governing body is committed to equal opportunities and our aim is to ensure that all applicants receive clear and useful information about the post and our school. We hope, therefore, that the following information is of help to you in deciding whether to apply for this post.

If you are unclear about any aspect of the application procedure, please do not hesitate to telephone Ms Amanda Lane, HR Manager, on 01702 606208 (or email amanda.lane@shsb.org.uk)

Application for this role is via application form only (lone CV's are not accepted and will not be considered). The Southend High School for Boys application form is located on the school website www.shsb.org.uk and is available in various formats for ease of use. Application forms via Essex Schools Jobs and TES will also be accepted.

Please return all completed forms by midday on Friday 18th May 2018 although we reserve the right to interview candidates for the role prior to the cut-off date.

Any response will be by email; therefore please include your contact email address together with an email address for referees where possible.

Please note that we will not be writing to those applicants who are not shortlisted. If you do not hear from me within four weeks of the closing date you should assume that, on this occasion, your application has been unsuccessful.

We wish you all the best with your application.

Yours sincerely

Robin M Bevan
Headteacher

'This is an outstanding school' (Ofsted)

SOUTHEND HIGH SCHOOL FOR BOYS

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E-mail: Amanda.lane@shsb.org.uk



Full time Senior ICT Technician

(52 weeks per annum – 37 hrs per week –
holiday entitlement 23 days + statutory)

Salary: Band 3 Upper – (points 21-25)
(LG pay band – actual starting pay £20,541 gross p.a.)

To start as soon as possible

We are an oversubscribed grammar school, **complimented by our latest (2015) outstanding OFSTED inspection** on all aspects, including our success in promoting good pupil attitudes and behaviour.

We are seeking to appoint a full time Senior ICT technician to provide day to day technical expertise to ensure the smooth operation of the schools ICT infrastructure.

The successful candidate will need to be flexible, self-motivated, able to work on their own initiative, as well as being able to work within a team, and remain calm under pressure. The role will be varied and you will need to have some flexibility in your hours when necessary.

You must be able to demonstrate suitable expertise and have good communication skills at all levels. Previous experience within a school is desirable.

We would be very keen to hear from candidate with knowledge of the following areas:

- Windows Server Infrastructure and operating systems
- Microsoft Office 365
- RM CC4 Networks
- VMware

Please download information and an application pack from our website www.shsb.org.uk

Closing date: **Friday 18th May 2018 (early applicants *may* be called to interview prior to closing date)**



Senior ICT Technician - Job Description

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

The successful applicant will be subject to a criminal record check via the Disclosure and Barring Service (DBS)

Job Title	Senior ICT Technician
Grade	Band 3 Mid to Upper
Reports to	ICT Manager
Liaison with	All ICT Users within the school
Job Purpose	To support the ICT Manager in the operational management of all network and ICT systems across the school in order to ensure the best possible outcomes for all users.
Duties	<ul style="list-style-type: none"> • Support the use of ICT in the classroom and develop pupils' competence and independence in its use • Installation, upgrading and maintenance of all hardware and software • Maintenance of other related equipment and resources • Management of network systems – Servers, Switches, Firewall • Keep comprehensive records of all equipment and resources, ordering new as required and manage inventory of all ICT equipment in school • Ensure adequate stocks of peripheral IT equipment • Give advice about future needs and obtain quotations, if necessary • Keep up to date with new technologies and advise others as appropriate • Ensure the regular and systematic backup of data, secure storage and recovery of system data. • Give advice, guidance and demonstrations to other users (both pupils and staff) • Resolve technical problems encountered by users in a timely fashion • Advise users of appropriate usage, packages etc. and provide support to teachers and other staff by installing and operating required ICT packages/systems • Provide technical support for the Office Administration System, working with the Office Manager • Assist in the strategic planning for the whole range of ICT resources • Share the designing and development of ICT systems to support the work of the school ie developing ICT based data recording systems, designing web pages • Contribute to policy development e.g. use of Internet policy, data protection policies, ICT strategic plan • Provide training to staff to allow them to improve and develop their ICT skills • Manage the ICT team in the absence of the ICT Manager to ensure business continuity is maintained • Assist ICT Manager with the planning of ICT projects taking into account its operational needs • To liaise with SLT where required and provide advice and in-depth analysis of ICT systems within school

	<ul style="list-style-type: none"> • When required work outside of contracted hours in order to ensure business functionality is maintained and/or improved. • Oversee and maintain VLE and Web Resources • Manage multi-media resources. • Have working knowledge of RM CC4 Networks (desirable) • Manage User Accounts – Active Directory, O365, 3rd Party Applications – Creation/modification/deletion in close cooperation with the HR Dept. and Student Enrolment team • Manage digital signage in school – updating content regularly in liaison with the various departments in school • AXIS CCTV Management - To include working with SLT with reviewing recording requests • Assist with the management of online payment systems • Support 3rd Party software under guidance of 3rd party analysts • To take responsibility for the daily management and supervision of all changes made to the school's telephone systems.
General	<ul style="list-style-type: none"> • To be alert to issues of safeguarding and child protection and to report any issues that arise in line with the school's safeguarding policy. • To undertake any training commensurate with the post • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment • The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade



Senior ICT Technician - Person Specification

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	<ul style="list-style-type: none"> • Successful experience working in specialist area in learning environment. • NVQ Level 3 or equivalent in specialist area – Microsoft Accreditation etc. • Completion of DCSF induction programme • Experience of managing staff in a team environment. • Experience of using RM CC4 Networks is highly desirable. • Working knowledge of PaperCut is desirable • To have knowledge and understanding of Health and Safety, software; licencing, data protection and other legislation that relates to ICT including eSafety. • Experience of working with access control technologies is desirable. • Experience of working with ICT Helpdesk systems. • Experience of working within a team.
	Knowledge of relevant policies and procedures	<ul style="list-style-type: none"> • Good knowledge of school procedures • Working knowledge of relevant ICT systems
	Literacy/Numeracy	<ul style="list-style-type: none"> • Ability to read and write complex and technical reports • Good numeracy skills
	Technology	<ul style="list-style-type: none"> • Excellent working knowledge of equipment and ICT packages relevant to specialist area
Communication	Written and verbal	<ul style="list-style-type: none"> • Ability to write detailed reports, letters etc. • Ability to use clear language to communicate complex information unambiguously • Ability to listen effectively • Overcome communication barriers • Knowledge of specialist terminology etc.
	Negotiating	<ul style="list-style-type: none"> • Ability to negotiate effectively with adults and children
Working with children	Behaviour Management	<ul style="list-style-type: none"> • Ability to demonstrate effective implementation of the school's behaviour management policy
	SEN	<ul style="list-style-type: none"> • Detailed understanding and awareness to support the differences in children and adults in relation to the role
	Curriculum	<ul style="list-style-type: none"> • Understanding of school curriculum in support of the role and advise and support others relevant to specific area
	Health & Well being	<ul style="list-style-type: none"> • Understand and support the importance of physical and emotional wellbeing
Working with others	Working with partners	<ul style="list-style-type: none"> • Ability to make a proactive contribution to the work of the team
	Relationships	<ul style="list-style-type: none"> • Ability to establish rapport and respectful and trusting relationships
	Team work	<ul style="list-style-type: none"> • Ability to work effectively with a range of adults. • Ability to make distinctive contribution to the work of the team. • Ability to work in a team.

	Information	<ul style="list-style-type: none"> • Ability to provide timely and accurate information
Responsibilities	Organisational skills	<ul style="list-style-type: none"> • Excellent organisational skills • Ability to remain calm under pressure
	Time Management	<ul style="list-style-type: none"> • Ability to plan and manage own time effectively
	Creativity	<ul style="list-style-type: none"> • Demonstrate a highly creative approach to supporting children and staff and an ability to resolve complex problems independently
General	Equalities	<ul style="list-style-type: none"> • Awareness of and promotion of equality
	Health & Safety	<ul style="list-style-type: none"> • Understanding of Health & Safety legislation and procedures relating to specialist area. • Ability to advise others.
	Child Protection	<ul style="list-style-type: none"> • Understand and support child protection procedures
	Confidentiality/Data Protection	<ul style="list-style-type: none"> • Understand procedures and legislation relating to confidentiality/Data Protection including GDPR
	CPD	<ul style="list-style-type: none"> • Demonstrate a clear commitment to develop and learn in the role • Ability to effectively evaluate own performance. Cross training within the department that will benefit the ICT team. The sharing of each other's roles that will benefit the long term future of the ICT department and each member of the Team.