



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.

About Notre Dame Catholic College

Notre Dame is a Catholic Sixth Form College with a historical track record of success. It is located near to the universities and within walking distance of the city centre with good transport connections to the rail/bus stations. Our core activity is to provide education for students aged 16-18, offering a range of A Level and BTEC courses, at both level 2 and 3. It is a very successful college of approximately 1900 full time 16-18 year olds. 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. Students study in a purposeful and diverse environment with a strong focus on respect in which every learner genuinely does matter.

An Outstanding College

The latest Ofsted Inspection in the summer of 2008 graded all areas of the College as 'outstanding'. It confirmed that there is a culture of high expectations and rigorous quality improvement in all areas. Standards, expectations and processes have continued to improve since then. Students achieve well above their target grades and make a positive contribution to the College and its wider community. Student attendance and behaviour are exemplary, illustrating that the Catholic mission and ethos of the College is lived out at all levels.

Our Community

Notre Dame offers Catholic students from Leeds and surrounding towns and districts an excellent opportunity to continue their education in an environment that lives by its mission to build a community based on faith and trust. 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). 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.

Links with the Catholic and local high schools are very strong. The Principal meets regularly with Head Teachers to discuss and share a wide range of curriculum, pastoral and strategic issues. Relationships with College trustees, and with the Diocese of Leeds are maintained through the foundation governors.

The College has outstanding links with both the local and wider community. Learners and staff fully contribute to this for example students at the College are continually seeking to engage in volunteer work within the community. Voluntary work is carried out in the local community by the CAFOD Group; Health and Social Care students; the Medevs and Chaplaincy. The curriculum departments also contribute widely to the links with local community groups, charities and local primary schools.

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.

As a Catholic Sixth Form College we strive to be a centre of educational excellence for the community built on faith, respect and trust. We celebrate diversity amongst all our students and staff and seek to nurture the gifts of each individual through high quality teaching and learning and dedicated pastoral care.

Staff at Notre Dame Catholic College

Notre Dame Catholic College has achieved all of its success through the hard work, skills and commitment of its 170 plus staff. We seek to work with an inclusive and transparent style of management, which is open, consultative and encourages all staff to participate in the leadership and management of the College. The development of staff skills is a priority for the College and teams are encouraged to innovate and continuously improve Notre Dame's curricular and pastoral offer to its students.

What our staff say about Notre Dame Catholic College

Jayne from the Law Department:

'I have worked here for 13 years because it is a College which cares about the students both academically and pastorally and which allows them to achieve their potential.'

Graham, Head of Drama and Theatre Studies:

'Working at Notre Dame was the best career decision I could have made. Since my first day I have always felt supported, challenged but above all empowered to teach my subject the way I want to teach it.'

Kay, Head of Level 2 Applied Science:

'Though I have been here only a week everyone is so supportive and helpful. There is an air of kindness and I am trusted to do my best for our students. Everyone is in it together to work, succeed and grow.'

Meena, Health and Social Care Teacher:

'I have been here for nearly 9 years and cannot believe how fast time has flown. I absolutely love it here, the great students, the wonderful staff who are genuinely so caring and the feeling of being part of such a 'tight' family. We all do work hard, but I don't mind as I feel valued and appreciated. Even though I am Sikh, I have always felt a strong sense of connection within this Catholic College allowing me to develop strong friendships. I honestly believe that my time at Notre Dame has enabled me to be the best possible version of myself as a professional and as a person.'

Alex, Media and Marketing Technician:

'Coming to Notre Dame was one of the easiest career moves I've ever made, the staff were so friendly I felt instantly at home and part of the College. The best way I can describe the atmosphere is like a little country village where everyone knows your name and wishes you a good morning.'

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

Department: 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.

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.
- Assist in supervising the Library during the absence of the Librarian

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,T
• 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,T
• 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: Sunday, 14 October 2018.

It is intended that interviews will take place on Tuesday, 23 October, 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.