



ICT Technician

Information to Candidates

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Dear Applicant

ICT Technician

George Green's School is an exciting, dynamic and successful school in Tower Hamlets in inner London. We are regularly in the top 25% of schools nationally for progress and have been awarded an SSAT Educational Outcomes Award for student progress. In February 2017, we were judged 'good' by Ofsted; we are now aiming for outstanding.

The ethos at George Green's School is supportive and friendly. However, there is also a sense of urgency about raising achievement: our school motto is 'Aspiration Equality Excellence' which supports our vision to become an exceptional school. We want to employ the very best teachers and support staff as our students deserve nothing less.

If successful, you would be joining a very hard working and talented staff who have the utmost commitment to the learning and achievement of all students. Staff training and development are excellent to provide all the support needed for effective classroom practice. Staff at all levels work collaboratively to provide the highest quality education for our young people. Ofsted stated, 'There has been a significant focus on ensuring the teachers are given training that improves their skills in the classroom. As a result, teaching is good and staff morale is high'.

The leadership team are visible, approachable and proactive. They provide excellent strategic leadership as well as day-to-day support for staff and students. Governors are supportive and they play a large part and work in full partnership with the leadership team and other staff. Similarly, we have a very strong middle leadership team who work together and share good practice. We provide exceptional training and development opportunities to staff at all levels including middle leadership training for existing and aspiring middle and senior leaders.

There is an expanding Sixth Form of around 190. We have been delivering the International Baccalaureate Diploma since September 2008 and have also adopted the IB Careers Related Programme. We have just switched to a wholly A Level programme as students say they want more flexibility so we are in a period of transition currently running both IB and A level. We also have a Business School with A levels in business and finance related subjects.

George Green's School is a voluntary controlled school supported by the George Green's Trust; it is an inclusive, community school in every sense of the word and we do our very best to give students and their families all the support they need. We are a Gold Rights Respecting School and we know this is helping us to raise attainment for all. We have exceptional support for our students: we have on-site student social workers, a Safer Schools Partnership Police Officer, Place2Be and a family therapist to help support our most vulnerable students. In addition, many other voluntary and statutory organisations work with us to provide support to vulnerable students and their families. Business and enterprise links are particularly strong. There is also a wide range of extra-curricular activities and out of school learning opportunities.

George Green's School welcomes applications from strong and committed teachers and support staff who possess drive and ambition. If you want to be part of our success story, you will need to demonstrate a willingness to learn and be proactive about your own professional development and that of others as we only want the best.

I hope you will feel suitably excited and encouraged to submit an application by the closing date 9am, Monday, 15th October 2018.

Shortlisted candidates will be asked to teach a lesson, as part of the interview process. They will also have a full tour of the school and be given an opportunity to meet staff and students.

We arrange the lesson to be taught with you prior to the interview and give you relevant information about topics covered and about students. Obviously teaching and learning are the main priorities in the school and it is important we ensure that all our potential teachers are skilled in their craft.

If you would like to visit the school prior to putting in your application please contact Ms Husna Bibi (HR Manager) hbibi@georgegreens.com and she will arrange for you to be shown around and to meet some of the team members.

Please return your completed application form and letter by email to the HR Manager-Husna Bibi: hbibi@georgegreens.com or by post. If you are posting your application, please do so in plenty of time or deliver your application by hand. Please note that if you do not hear from us within two weeks of the closing date, then your application has been unsuccessful on this occasion. I am sorry that we cannot reply personally to all applications.

We look forward to hearing from you.

Kind regards

Ms Jill Baker
Principal

Advert



WE ARE A 'GOOD' SCHOOL (Ofsted March 2017)

ICT Technician

Salary NJC Scale 5 - £24,618.00-26,658.00 per annum

35 hours per week

We seek to appoint an ambitious and highly motivated member of support staff to join our successful ICT Services team.

The ideal candidate will be a dynamic and enthusiastic professional who will play their part in delivering excellent provision to all stakeholders and, support the school in its journey to becoming 'outstanding' and a high performing workforce.

This role would suit someone who has previous experience of working as an ICT Technician in an education setting or for a large organisation.

This is an exciting opportunity to take a role in a school that has made rapid improvements and confidently expects to continue to do so. In March 2017, we were emphatically confirmed as 'good' by Ofsted, and still improving to becoming 'outstanding'.

Our school motto, 'Aspiration Equality Excellence' is at the heart of everything we do. Inclusion and equality are very important to us.

We are a school that looks ahead, plans for and embraces change. We expect and look forward to candidates who seek an active role in taking the school forward at this exciting time.

Application pack is available to download from our school website www.georgegreens.com CV's will not be accepted.

[Closing date: 9am, Monday 15th October 2018](#)

George Green's School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff, external agencies and volunteers to share this commitment. Any appointment is subject to an enhanced DBS Check.

Application Process

All the details you need are available on the school website. We would prefer applicants to use the online facility to complete applications and return via email to the HR Manager hbibi@georgegreens.com. However you may download, print, and complete the application by hand if you wish. Please be aware that should you choose to do this you will need to allow plenty of time when using the postal service. Below are details of how to complete the application electronically.

- 1) Completed the application form, you should keep a copy for your own reference.
- 2) You may attach any other documents as additional information i.e. personal statement.
- 3) Send the application form and any other attachment via email to: hbibi@georgegreens.com.

Job Description

Postholder:

Post:	ICT Technician
Grade:	NJC Grade Scale 5, Spine Point 22-25
Hours:	35 hours, Full-Time
Line Managed by:	ICT Services Manager

Line Managing:

No line management responsibilities

Main Purpose of the Job:

Provide efficient and effective ICT Services – particularly as regards higher-level technical tasks, which would otherwise require the involvement of an outside contractor.

Main Responsibilities

- Ensure that all the school's hardware and software are kept fully-maintained and available to use
 - Ensure that staff are provided with informed advice relating to straight-forward ICT Services
 - Ensure that staff understand and comply with all H&S regulations with respect to ICT and all ICT users understand the need to follow agreed procedures, including in connection with internet use
 - To work directly with students in classrooms, as required - particularly with respect to demonstrating technical operations to groups of students or whole classes, under the supervision of the class teacher.
 - To perform troubleshooting to diagnose and resolve problems (repair or replace parts, debugging etc.)
 - To support the network manager in maintaining records/logs of repairs and fixes and maintenance schedule
 - To support the network manager in Identifying computer or network equipment shortages and place orders
 - To install and configure Mac and other IT hardware and software
 - To assist in testing and evaluating new technology
 - To resolve service calls under strict SLAs as directed by the Service Desk
 - Redirect and escalate support requests to the appropriate member of the Service Desk Team and 3rd line support
 - Have an understanding of Microsoft Active Directory and Microsoft Exchange
 - To liaise with and support teaching and non-teaching staff in relation to use of AV equipment in various areas of the school.
- Contribute as necessary to student supervision duties, including at the following times:
 - Before and after school
 - Break
 - Lunchtime
- Participate as appropriate in the school's agreed Performance Management Programme.
- Demonstrate a commitment to own continuing professional development, through participation in appropriate training, including undertaking appropriate training, in order to be confident in working directly with students in classrooms.
- Maintain awareness of and comply with all relevant school policies –particularly any matters relating to Confidentiality, Safeguarding, Health & Safety or Equal Opportunities.
- Consistently role model the behaviour and conduct expected of students and where appropriate other members of staff.
- Undertake any additional duties or responsibilities, commensurate with the scope and grade of the post, as reasonably directed by the Principal or other immediate line manager(s).

Person Specification

Person Specification		
Qualifications	Essential	Desirable
Educated to at least A level or equivalent, or recognised industry certification e.g. Microsoft , Cisco, Comptia.	√	
Experience		
Experience of higher-level ICT Services-based or other relevant work in a school or other comparable organisation.	√	
Proven experience of 1 st & 2 nd line IT support.	√	
Basic knowledge of common PC applications and email, preferably Windows Server 2008, 2012, WAN and LAN technologies.	√	
Skills and Understanding		
Knowledge of current Mac, Windows and mobile operating systems.	√	
Knowledge of core desktop and cloud business applications.	√	
Good understanding of Google apps.	√	
Organised and thorough with a strong attention to detail.	√	
Clear and analytical thinking as well as an ability to ask the right questions.	√	
Good oral, electronic and written communication skills across all levels of the organisation.	√	
Willingness and ability to learn new skill quickly.	√	
Ability to document processes, procedures and results.	√	
Understanding of the need for and commitment to maintaining excellent attendance and punctuality.	√	
Understanding of the need for and commitment to the importance of flexible working across the whole support staff team.	√	
Qualities		
A positive attitude to work and life.	√	
Honesty and Integrity.	√	
Able to adapt quickly to changing circumstances and take speedy appropriate action when circumstances require it.	√	
Hard-working, resilient and professional.	√	
Understanding of and commitment to the George Green's School aims and the challenges and opportunities facing the school.	√	
Commitment to own continuing professional development and to supporting the continuing professional development of others.	√	

About George Green's School

George Greens' School was founded 184 years ago by George Green, a local businessman and philanthropist. The site on which the school now stands – and a number of other properties in the area - are owned by the charitable trust, established by George Green. The trust uses the income that derives from its properties to support enrichment opportunities for students attending the school.

The school has also, over more recent years, enjoyed very good financial and other support from the many businesses operating out of nearby Canary Wharf – and from the many community organisations with which it has partnered.

At the time the school moved to its current site in 1976, it was very much smaller than it is today and much of the current building did not exist. Over the years, however, with the numbers of prospective Year 7 parents putting George Green's as their first preference regularly outstripping the numbers of places available, the school took the decision to embark on a building programme - which not only increased its overall capacity but also maximised disabled access.

A number of years ago now, George Green's also welcomed into the school a number of students with complex and additional needs, from a local special school, which was closing – ensuring, through judicious use of the additional funding made available at the time, that these students were and remain fully integrated into the daily life of the school.

The school was also in the vanguard of the movement to provide Extended Services to students and the wider local community beyond the normal parameters of the school day – and in seeking to partner with local businesses, community and other groups. The school now works with a very wide range of partners to provide a range of services to both students and the wider community, both within the school day and out of hours. (See later for fuller details.)

For several years until very recently, the school also delivered Youth Services for the Isle of Dogs – during which time it consistently outperformed all annual targets within the local authority. Having outsourced it for some years, Tower Hamlets decided to return all aspects of Youth Service provision to centralised management. That notwithstanding, the school remains wholly-committed to fostering existing community partnerships - and developing new ones wherever it can.

Ofsted Data

Main Headlines

- Teaching overall is good and staff morale is high.
- Pupils' progress in many subjects, including in English and mathematics, is significantly above the national average. However, within Science, there is inconsistency in the quality of teaching, learning and assessment.
- Disadvantaged pupils make better overall progress than other pupils nationally. Progress for the most-able overall is also above national average. However, progress for the most-able disadvantaged remains below that of other most-able pupils nationally.

- Leaders and governors do not yet evaluate the impact of funding on how outcomes for most-able disadvantaged pupils are improving sufficiently rigorously.
- In relation to pupils requiring additional support, staff members understand pupils' individual needs well and successfully personalise the curriculum to meet them.
- Whilst pupils who have more general support needs make better progress than other pupils nationally, those with EHC plans as yet do not.
- Pupils on academic courses in the sixth form, including those eligible for free school meals, mostly achieve above their aspirational targets. Progress for students completing vocational courses improved in 2016. Students re-taking English and mathematics make progress that is typically above national averages, including the proportions that move on to gain a C grade or higher.
- Pupils, including students in the sixth form, have a wide range of opportunities to celebrate their differences. 94% of pupils who completed the Ofsted survey strongly agreed or agreed that the school encourages respect and equality.
- All safeguarding arrangements are fit for purpose. Records are detailed and of a high quality and the curriculum to teach pupils about how to stay safe is age-appropriate.
- The vast majority of the 105 pupils who completed Ofsted's pupil survey and all those who spoke to inspectors, feel safe in school.
- Most parents who replied to Parent View, Ofsted's online questionnaire, felt that their children were safe in school and were well looked after. One parent commented, 'my son is in Year 10 and has thrived beyond expectations'.

What the school needs to do to improve further

- Ensure that outcomes in science improve more rapidly, by ensuring that all teachers consistently challenge pupils in their learning, particularly the most-able.
- Strategically monitor the progress of the most-able disadvantaged pupils, ensuring that pupil premium funding is used effectively to improve their progress at key stages 3 and 4

Recruitment of Ex-Offenders

1. Equal Opportunities Policy Statement

- 1.1 This policy should be read in the context of George Green's School's policy statement on equality and diversity.
- 1.2 George Green's School wishes to make it clear that having a criminal record will not necessarily bar anyone from employment. This decision will depend on the nature of the post, and the circumstances and background of the offence(s).

2. Recruitment of ex-offenders

- 2.1 George Green's School is committed to the fair treatment of its staff and potential staff. As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions in the School, George Green's School complies fully with the DBS Code of Practice and undertakes to treat all applicants for posts fairly.
- 2.2 George Green's School undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- 2.3 George Green's School has a statutory duty to request a Disclosure for all positions in the School. All

posts in George Green's School are exempt from the Rehabilitation of Offenders Act 1974 and the School is entitled to ask questions about a candidate's entire criminal record, including 'spent' convictions and cautions, reprimands, warnings and bind-overs.

- 2.4 All applicants called for interview are encouraged to provide their criminal record at an early stage in the process. This information should be sent under separate, confidential, cover to the Principal, who guarantees that this information is only seen by those who need to see it as part of the recruitment process.
- 2.5 George Green's School undertakes that all staff involved in recruitment and selection will be trained appropriately. They will also be made aware of relevant legislation pertaining to the employment of ex-offenders.
- 2.6 At interview, or in a separate discussion, opportunities will be pursued to ensure that all necessary evidence is collected upon which selection decisions can be fairly based. This will include the relevance and circumstances of offences.
- 2.7 Failure to reveal information which is directly relevant to the post will lead to a subsequent withdrawal of any offer of employment.
- 2.8 George Green's School makes every subject of a DBS aware of the existence of the DBS Code of Practice and will make a copy available on request.
- 2.9 George Green's School will undertake to discuss any matter revealed in a Disclosure with the person seeking the post before any decision is made to withdraw a conditional offer of employment on the basis of the Disclosure.